



## GRANT FUNDING GUIDELINES & PROCEDURES

### PURPOSE

The purpose of the Grant Fund is to provide *seed money* to assist groups developing or expanding creative ministries at local churches and/or agencies when the need for financial support is most critical. UMF grants are awarded for one year at a time. A church or agency may apply for a previously funded program. However, if a grant is given for more than a year, the policy, with few exceptions, is to phase-out support by the end of three years. **For programs which received a Foundation grant during the last grant cycle, the Evaluation Report must be received by the Foundation by August 31, or the new grant request will not be considered.**

### NATURE OF GRANTS

1. Grant applicant must be a church or agency **related to The United Methodist Church**, or part of a sponsoring group that is ecumenical and to which The United Methodist Church is related.
2. Grants will be made for the upcoming calendar year.
3. Grants commitments are for one year.
4. Grants will be considered for the broadest geographic area within the Northern Illinois Conference.
5. **The usual range for Foundation grants is \$500 - \$2,000. Requests should not exceed \$2,000.**

### CRITERIA FOR GRANT DECISIONMAKING

1. How does the proposal relate to the ministry or mission of the local church/agency?
2. Is the project proposal well thought-out and ready to be implemented, or is it in its infancy, not ready to move ahead in a timely fashion?
3. Does the program focus primarily on church members/friends or on the community? How does the program attempt to reach those unaffiliated with the church?
4. How will the program measure success? How will lives be changed?

5. Does the program appear to have adequate funding in place or sources clearly identified? Does the local church/agency have a financial investment in the program?
6. How are volunteers used in the program?
7. What is the timing for implementation?
8. For programs that work directly with children or youth, describe how safe sanctuary policies are used. *(Please have a copy of the church's Safe Sanctuary Policies available when a member of the grants committee contacts you for further information.)*

## **REQUIRED REPORTS**

1. The "Grant Evaluation Report" form **must** be completed and emailed to [grants@umfnic.org](mailto:grants@umfnic.org) by August 31 of the funding year.
2. Photos (*electronic version please*) are encouraged. Any photos or video sent us should be appropriate for our use in print or electronic publications. We will assume that sender has obtained appropriate permission when media is shared with us.
3. Other reports may be requested from time to time.

## **GRANT REVIEW PROCESS**

1. The Grant Committee will review the program/project using the criteria described above. They may gather further information through interviews, correspondence and/or visits to the project, with an attempt to discover both the feasibility and the viability of the project being considered.
2. The appropriate District Superintendent may be contacted for his/her input.
3. The Committee will make recommendations to the Foundation Board at its December meeting concerning the grants for the coming year.
4. The Foundation will inform all applicants in writing of the Foundation's action following the December Board of Directors meeting.

## **PAYMENT SCHEDULE**

The Foundation will distribute the full amount to grantees in the new year, pending completion and remittance of the Grantee Agreement to the Foundation.

## APPLICATION SUBMISSION AND DEADLINES

1. Applications may be downloaded from the Foundation's website: [umfnic.org/grants](http://umfnic.org/grants). Complete guidelines are also available on that page.
2. Applications should be emailed to [grants@umfnic.org](mailto:grants@umfnic.org) by September. If hand delivered they must be in our office by the **same deadline and time**. If mailed, completed applications must be **in the Foundation office by September 15 as well (not just postmarked)**. **Note: The Foundation will send an email confirmation of receipt of your application, regardless of the delivery method. You will know the status of the submission by the deadline.**
3. Grant applications must include the Cover Page, the Narrative (answers to nine (9) questions) and the Budget Form. If the proposal is for a children/youth program, please include a copy of the Safe Sanctuary Policies.
4. Attachments including photos may be submitted, but **only** in an electronic format (email to [grants@umfnic.org](mailto:grants@umfnic.org)).
5. Please use word processing or type completed applications. ***We appreciate no hand-written submissions.***
6. Application forms and guidelines governing the grants program can be mailed from the Foundation office upon request. Contact Carolyn Cook, Executive Assistant 312.334.0704.
7. If the program has been funded previously by the Foundation, you must have submitted the "Grant Evaluation Report" form prior to submitting a new grant application.
8. Foundation mailing address and contact information is as follows:

United Methodist Foundation of the Northern Illinois Conference, Inc.  
77 West Washington Street, Suite 1820  
Chicago, IL 60602

**e** [grants@umfnic.org](mailto:grants@umfnic.org) **t** (312) 334-0704 **f** (312) 346-9730