



## GRANT FUNDING GUIDELINES & PROCEDURES

### PURPOSE

The purpose of the Grant Fund is to provide *seed money* to create or expand programs / projects at local churches and organizations. UMF grants are awarded one year at a time. A church or organization 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. Grant funds cannot be used to pay any portion of current employee salaries.**

### NATURE OF GRANTS

1. Grant applicant must be a church or organization **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 / organization?
2. Is the 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 / organization?
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 / organization have a financial investment in the program?

6. How are volunteers used in the program / project?
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 requested.)*

## **REQUIRED REPORTS**

1. The "Evaluation Report" form **must** be completed by **August 31**.
2. Photos (*electronic version please*) are encouraged. Any photos sent to us should be appropriate for our use in print or electronic publications. We will assume that the sender has obtained appropriate permission when media is shared with us.
3. Other information may be requested.

## **GRANT REVIEW PROCESS**

1. The Grants Committee will review the applications using the criteria described above. They may gather further information through interviews, correspondence and/or visits 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 are submitted via Google Forms linked on the Foundation's website: [umfnic.org/grants](http://umfnic.org/grants).
2. **Applications must be submitted by the end of the day September 15.**

Questions? Contact Carolyn Cook at [ccook@umfnic.org](mailto:ccook@umfnic.org) or 312-334-0704.