



## **United Methodist Foundation of West Virginia, Inc.**

### **Grant Application Instructions**

The United Methodist Foundation of West Virginia, Inc. offers grants to non-profit organizations to extend the reach of ministry into the world. The goals of our application and award process is to provide information to The Foundation's Grant Committee, to ensure that grant funds are used as restricted, and to monitor the effectiveness of the Grant program for future improvements. As you consider and complete the application process, please feel free to contact us with questions.

### **Guidelines**

The Board of Trustees of The Foundation have approved guidelines for the award of grants:

- Foundation grants are primarily intended to help initiate programs, projects or activities – especially those that are innovative, new or acutely needed.
- Our priority is to fund activities in the conference that have the capacity of enriching many or all local churches' ministries. Foundation grants are not intended to provide for sustaining support or to fund the existing regular operational obligations of a church or agency. Grants are generally not awarded to pay for personal ministry expenses, local church building capital improvements or maintenance.
- Foundation grants are not intended to provide for ongoing personnel costs, although limited start-up personnel costs may be considered (excluding Church's cost for compensation for the appointed or assigned pastor or minister).
- We will avoid becoming the perpetual funder for any ongoing program or ministry.
- We target our resources primarily to United Methodist programs and ministries of the West Virginia Annual Conference.
- We want to be targeted and strategic in our grant-making, preferring to make fewer substantial commitments, rather than diluting our impact by spreading our resources thinly over many small requests.
- We conscientiously attempt to communicate with conference leadership to better understand the Conference's needs and opportunities.

### **Additional Information**

- Grant recipient organizations must be recognized by the Internal Revenue Service as tax-exempt.
- We are unable to provide funding for international projects that have no United States connection.
- The following statistics will be updated annually to help applicants determine an appropriate amount of funds for a request:
  - The Foundation's largest grant award was for \$30,000.
  - The Foundation's average grant award is \$6,247.50.

## **Resources**

Grant forms, instructions, and deadline information can be downloaded from our website: [www.umfwv.org/foundation-grants](http://www.umfwv.org/foundation-grants). At this website, you will also find a video explaining our grant priorities and application process. Information can also be requested from The Foundation office by calling (304-342-2113) or emailing ([info@umfwv.org](mailto:info@umfwv.org)) our office.

## **Application Process and Timeline**

1. Complete and sign the Application Form and submit the form to our office by the Grant Submission Deadline. An application is considered incomplete without all applicable signatures.
2. Submit the complete application packet using one of the following methods:
  - Submit your signed application through our website – [www.umfwv.org/foundation-grants](http://www.umfwv.org/foundation-grants)
  - Forms can be emailed to [info@umfwv.org](mailto:info@umfwv.org)
  - Forms can be mailed to: United Methodist Foundation of West Virginia, Inc.,  
P.O. Box 3811, Charleston, WV 25338
3. After we receive your application, we will notify you of the estimated date of our next Grant Committee meeting. We may contact you if we need additional information.
4. We will notify you of the decision of the Grants Committee.
5. If your application is approved, we will send an award letter specifying the details of the grant.

## **During your funded ministry program**

Please include The Foundation in any publicity you do concerning your funded program/ministry. Send us any images ([info@umfwv.org](mailto:info@umfwv.org)) of your program so that we can increase your reach through our own publicity. Tag The Foundation on Facebook.

As you begin your program, take note of the requirements of the Grant Summary Reporting Form for receipts, financial accounting, metrics, and program evaluation. This form will be included with your award letter.

## **Contact information**

If you have any questions during the Grant process, please do not hesitate to contact us.

Email: [info@umfwv.org](mailto:info@umfwv.org)

Phone: 304-342-2113



## Grant Application

### Grant Application Information

Project Title \_\_\_\_\_

Amount requested \_\_\_\_\_

Date Submitted \_\_\_\_\_

### Applicant Information

Organization/Ministry \_\_\_\_\_

Organization Address \_\_\_\_\_

\_\_\_\_\_

Is this the Payee for grant award money? If not, who is the payee?

Payee Name \_\_\_\_\_

Payee Address \_\_\_\_\_

\_\_\_\_\_

Has your organization received a grant from the Foundation previously? \_\_\_\_\_

If yes, when? \_\_\_\_\_ For what amount? \_\_\_\_\_

Please indicate which characterizes your organization:

- A church, charge, or district
- A ministry associated with the West Virginia Annual Conference
- An organization designated as a non-profit by the IRS. Please indicate your EIN Number

\_\_\_\_\_

### Contact Information

Name of Person submitting application \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_

Contact phone number \_\_\_\_\_  Home  Work  Mobile

Contact email address \_\_\_\_\_

**Project Description**

Please describe your planned project.

## **Foundation Grant Guidelines**

The Foundation has established guidelines to aid the Grants Committee in discernment for awards. Please explain how your application meets each guideline as follows:

1. *Foundation grants are primarily intended to help initiate programs, projects or activities – especially those that are innovative, new or acutely needed.* Please explain how your application aligns with this guideline.
  
  
  
  
  
  
  
  
  
  
2. *The Foundation's priority is to fund activities in the conference that have the capacity of enriching many or all local church ministries.* Please explain how your application aligns with this guideline. For example, how will your project enrich the lives of the members of your community?

3. *The Foundation avoids becoming the perpetual funder for any ongoing program or ministry.* Describe the strategies and efforts to financially support this project beyond funding by The Foundation.

4. *The Foundation targets resources primarily to United Methodist programs and ministries of the West Virginia Annual Conference.* What is your organization's connection to the West Virginia Annual Conference of the United Methodist Church?

## Your Organization

1. Describe why your organization is best positioned to do this work. Include a few examples of recent achievements related to your project. What challenges does your organization anticipate as you implement the project? How do you plan to overcome them?
2. Who will be the key team members who will work on this project? Describe their background and qualifications.
3. Is your organization partnering with any other organizations in the implementation of this project?
4. If you are a United Methodist organization, what is your district?

## Budget

1. Provide the total budget for the project, all program expenses, and sources of financial support. Include potential funding from this grant request.
  
2. What expenses in the budget will specifically be funded by a grant award from The Foundation?
  
3. Please indicate whether your organization or any other entity is providing additional or matching funds.



## **General Grant Terms and Conditions**

Grant awards are contingent upon these General Grant Terms and Conditions (Grant Terms) detailed below. Signatures on the application indicate your acceptance of the Grant Terms.

### **Tax-Exempt Status:**

Applicant is a nonprofit organization in good standing with the Internal Revenue Service.

### **Expenditure of Funds:**

Grants awarded by the UMFVV are made for the purpose outlined in the grant award letter and shall not be expended for any other purpose without UMFVV's prior written approval.

If the grant is intended to support a specific project or to provide general support for a specific period, any portion of the grant unexpended at the completion of the project or the end of the period shall be returned immediately to UMFVV.

### **No Assignment or Delegation:**

Grantee may not assign, or otherwise transfer, Grantee's rights or delegate any of Grantee's obligations under a UMFVV grant without prior written approval from UMFVV.

### **Records and Reports:**

Grantees are required to keep a record of all receipts and expenditures relating to UMFVV grants received and to provide UMFVV with a written report summarizing the project within one year from the date of the grant award letter. Reports shall describe the progress in achieving the purposes of the grant and include a detailed accounting of the uses or expenditure of all grant funds. Grantee also agrees to provide any other information reasonably requested by UMFVV.

If the Grantee organization obtains any audited financial statements covering any part of the period of this grant, please provide a copy to UMFVV as well. Grantees are required to keep the financial records with respect to any UMFVV grants, along with copies of any reports submitted to UMFVV, for at least four years following the year in which all grant funds are fully expended.

### **Required Notification:**

Grantees are required to provide UMFVV with immediate written notification of: (1) any changes in Grantee organization's tax-exempt status; (2) Grantee's inability to expend the grant for the purposes described in the grant award letter; or (3) for pre-approval for any expenditure from a UMFVV grant made for any purpose other than those for which the grant was intended.

### **Reasonable Access for Evaluation:**

Grantees hereby permits UMFVV and its representatives, at its request, to have reasonable access during regular business hours to Grantee's files, records, accounts, personnel and clients, or other beneficiaries for the purpose of making such financial audits, verifications or program evaluations as UMFVV deems necessary or appropriate concerning this grant award.

**Publicity:**

UMFWV shall receive recognition for its support in any publications, announcements, or materials related to a grant-funded project. Grantees will allow UMFVWV to review and approve text of any proposed publicity concerning a grant prior to its release. UMFVWV may include information regarding grants, including the amount and purpose of the grant, Grantee photographs provided, Grantee logo or trademark, or other information or materials about the Grantee’s organization and its activities, in UMFVWV’s periodic public reports, newsletters, and news releases.

**Hold Harmless:**

The Grantee agrees to indemnify, defend and hold harmless UMFVWV and its agents and employees from any liability, loss, cost, injury damage or other expense that may be incurred by UMFVWV or claimed by any third person against it as a result of UMFVWV’s funding of the project and any action or non-action taken in connection with the project.

**Right to Modify or Revoke:**

UMFWV reserves the right to discontinue, modify, or withhold any payments to be made under a UMFVWV grant award or to require a total or partial refund of any grant funds if, in UMFVWV’s sole discretion, such action is necessary: (1) because Grantee has not fully complied with the terms and conditions of a grant; (2) to protect the purpose and objectives of the grant or any other charitable activities of UMFVWV; or (3) to comply with the requirements of any law or regulation applicable to the Grantee, or UMFVWV, or this grant.

Signatures

The undersigned certify that they are authorized to accept this grant on behalf of the Grantee, to obligate the Grantee to observe all of the terms and conditions placed on this grant, and in connection with this grant to make, execute, and deliver on behalf of the Grantee all grant agreements, representations, receipts, reports, and other instruments of every kind.

**ACCEPTED AND AGREED TO:**

Applicant’s signature \_\_\_\_\_

Date \_\_\_\_\_

***The following two signatures are required for churches and charges:***

Appointed or Assigned Pastor or Minister’s signature: \_\_\_\_\_

Chairperson of Governing Body of Church’s signature: \_\_\_\_\_

*(Note: Governing body is Administrative Board, Church Council, etc. If this application is for funding for a charge, the Governing Body Chairperson for each church in the charge should sign.)*

## Submission

You are invited to attach any other documentation to this application that you believe will be helpful to the Grants Committee in its decision making process. If the spaces provided in the application are not adequate for your answers, please indicate in the form that you are attaching additional information.

Your application can be submitted through our website ([www.umfwv.org/foundation-grants](http://www.umfwv.org/foundation-grants)), via email to [info@umfwv.org](mailto:info@umfwv.org) or it can be mailed to:

United Methodist Foundation of West Virginia, Inc.  
P.O. Box 3811  
Charleston, WV 25338-3811

While The Foundation accepts grant application throughout the year, a Grant Application must be received by midnight on the date of the next deadline in order to be considered at the next Grant Committee meeting.

**At the completion of the funded program or one year after the award of the grant (whichever is sooner), grant recipients are required to file a Grant Summary Reporting Form. For multi-year grants or grants extended beyond one year, recipients must file a report annually on the anniversary of the grant award letter, and a final report at the conclusion of the grant.**