

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:

- In general, Foundation grants are not intended to provide sustaining support or to fund the existing regular operational obligations of a church or agency. Rather, 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.
- Notwithstanding the previous bullet point, the United Methodist Foundation of West Virginia has temporarily expanded our Grant Guidelines to help support ongoing ministries due to the challenges churches and ministries of the West Virginia Annual Conference are currently facing arising from COVID-19 and the economic downturn occasioned by it,. Applications should request funds to support and continue ministries that are consistent with the mission of the Conference, and funds are to be used for essential services provided by the local church and the missional needs of the communities served by local churches. Health, safety, and protection issues may be considered. The need for funds for *ongoing ministries* must be directly related to the COVID-19 pandemic. Grants will not be awarded to cover the costs associated with clergy or lay staff salaries or benefits.
- 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 a tax-exempt organization.
- We are unable to provide funding for international projects that have no United States connection.

- When providing funding for mission work teams, the committee intends to focus on funding for project materials but not for team member expenses.
- We will not ordinarily provide support for ongoing programs such as backpack ministries and food pantries.
- We do not routinely provide support for building repairs, maintenance, or capital improvements for a local church building.
- The following statistics will be updated annually to help applicants determine an appropriate amount of funds for a request, we will supply the following information:
 - The Foundation's total grant budget for 2021 is \$114,325. We estimate that one half of this amount will be awarded at each of the two Grant Committee meetings this year.
 - The Foundation's largest grant award was for \$22,000.
 - The Foundation's average grant award is \$5,650.

Application Forms

Our Application and Award process consists of three forms:

Form Name	Purpose	Due Date
Application	To provide proposal information to the Grants Committee	Prior to Grant Application Deadline
Grant Terms, Conditions, and Understandings	To outline The Foundation's expectations of grant recipients	With the Application, prior to the grant application deadline
Grant Summary Reporting Form	To provide information to The Foundation regarding how the grant funds were expended and the success of the program	At the completion of the funded program or one year after the award of the grant (whichever is sooner). Multi-year grants or grants extended beyond one year must file a report annually on the anniversary of the grant award letter, and a final report at the conclusion of the grant.

Resources

Grant forms, instructions, and deadline information can be downloaded from our website: www.umfwv.org/foundation-grants. The same information can be requested from The Foundation office by calling (304-342-2113) our office. Please feel free to contact our office with questions (304-342-2113 or info@umfwv.org)

Application Process and Timeline

1. Complete and sign the Application Form and sign the General Terms, Conditions, and Understandings letter and **submit both forms** to our office by the Grant Submission Deadline. An application is not considered complete without both signed forms.
2. Submit the complete application packet using one of the following methods:
 - Submit your signed application through our website – www.umfwv.org/foundation-grants
 - Forms can be emailed to info@umfwv.org
 - Forms can be mailed to: United Methodist Foundation of West Virginia, Inc., P.O. Box 3811, Charleston, WV 25338

3. You will receive notification from our office that your grant has been received. This email (or letter) will contain information regarding the estimated date of the next Grants Committee meeting.
4. After you submit a grant request, you may be contacted by a member of the Grants Committee if we believe we need additional information.
5. After the Grants Committee meeting, you will be notified of the decision of the Grants Committee.
6. If a Grant Submission is approved for funding, a check will be sent to the organization with an award letter and a copy of the Grant Summary Report Form so that you will be able to plan ahead for the submission of the Grant Summary Report Form. The Grant Summary Report Form is due at the completion of the funded program or one year after the award of the grant (whichever is sooner). Multi-year grants or grants extended beyond one year must file a report annually on the anniversary of the grant award letter, and a final report at the conclusion of the grant.

During your funded ministry program

As mentioned in the Terms and Conditions form, please include The Foundation in any publicity you do concerning your funded program/ministry. Please send us any images (info@umfwv.org) of your program so that we can increase your reach through our own publicity. Please 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.

Contact information

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

Email: info@umfwv.org

Phone: 304-342-2113



United Methodist Foundation of West Virginia, Inc.

Grant Application

Grant Application Information

Project Title _____

Amount requested _____

Date Submitted _____

Applicant Information

Organization/Ministry _____

Organization Address _____

Has your organization received a grant from the Foundation previously? _____

If yes, when? _____ For what amount? _____

If your organization is awarded a grant from the Foundation, who would receive the funds? If this information is the same as the applicant name and address, please enter "same":

Organization Name _____

Organization Address _____

Contact Information

Name of Person submitting application _____

Contact Address: _____

Contact phone number _____ Home Work Mobile

Contact email address _____

Project Description

2.1 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:

3.1 *Foundation Grants are not intended to provide sustaining support for a project or to fund existing, regular operational obligations of an organization. Grants are intended primarily 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. If you are submitting a grant for ongoing ministry (in alignment with the expansion of the grant guidelines due to COVID-19), please indicate that here.

3.2 *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 the "reach" of your project? How will your project enrich the lives of the members of your community beyond your church? Does the project have the potential to reach beyond your own community? Can you estimate the number of people whose lives will be changed if your project is successful?

3.3 *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.

3.4 *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?

Your Organization

4.1 Describe why your organization is best positioned to do this work. Include a few examples of recent achievements related to your project.

4.2 What challenges does your organization anticipate as you implement the project? How do you plan to overcome them?

4.3 Who will be the key team members who will work on this project? Describe their background and qualifications.

4.4 Is your organization partnering with any other organizations in the implementation of this project?

4.5 If you are a United Methodist organization, what is your district?

Budget

5.1 Provide the total budget for the project, all program expenses, and sources of budgetary support. Include potential funding from this grant request.

5.2 What expenses in the budget will specifically be funded by a grant award from The Foundation?

5.3 Please indicate whether your organization or any other entity is providing additional or matching funds.

Connection to COVID-19 pandemic

Although the Foundation Grant program typically seeks to support new and emerging ministries, in light of the challenges churches and ministries of the West Virginia Annual Conference are currently facing due to COVID-19 and the economic downturn occasioned by it, the United Methodist Foundation of West Virginia has temporarily expanded our Grant Guidelines to help support ongoing ministries of the church. Applications submitted because of this expansion of the Guidelines should request funds to support and continue ministries that are consistent with the mission of the Conference, and funds are to be used for essential services provided by the local church and the missional needs of the communities served by local churches. Health, safety, and protection issues may be considered. Grants will not be awarded to cover the costs of salary or benefits of clergy or lay staff.

6.1 Is your grant application directly related to the COVID-19 pandemic? If your answer is yes, please explain the connection.

6.2 Do you anticipate that your project's goals, timeline, budget, or statement of need will be impacted by the COVID-19 pandemic or the physical distancing it necessitates?

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. Please list below any documentation will be attached to this application.

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

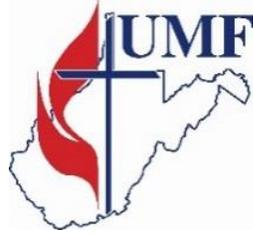
United Methodist Foundation of West Virginia, Inc.
P.O. Box 3811
Charleston, WV 25338-3811

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.

The Foundation will contact you to confirm receipt of your application. You may be contacted by a member of the Grants Committee prior to the meeting. Following the Grants Committee meeting, you will be notified of the Committee's decision.

After receiving a grant -- At the completion of the funded program or one year after the award of the grant (whichever is sooner), applicant 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.

Applicant's signature _____



United Methodist Foundation of West Virginia, Inc. **General Grant Terms, Conditions, and Understandings**

Grant applications should be made using the United Methodist Foundation of West Virginia, Inc.'s (UMFWV's) Grant Application Form. Grant awards are contingent upon the General Grant Terms, Conditions, and Understandings (Grant Terms) detailed in this document. Please sign and return both the Grant Terms with the Grant Application Form.

Tax-Exempt Status:

Applicant is a nonprofit organization currently recognized by the Internal Revenue Service as exempt:

- Applicant's tax-exempt status has not changed since IRS determination letter issuance, and
- There is no issue presently pending before any office of the Internal Revenue Service that could result in any proposed changes to Applicant's tax-exempt status.

Expenditure of Funds:

Grants awarded by the UMFWV are made for the purpose outlined in the grant award letter and may not be expended for any other purpose without UMFWV'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 UMFWV.

No Assignment or Delegation:

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

Records and Reports:

Grantees are required to keep a record of all receipts and expenditures relating to UMFWV grants received and to provide UMFWV with a written report summarizing the project within one year from the date of the grant award letter. Reports should 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 UMFWV. If the Grantee organization obtains any audited financial statements covering any part of the period of this grant, please provide a copy to UMFWV as well. Grantees are required to keep the financial records with respect to any UMFWV 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 will permit 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:

UMFVV should receive recognition for its support in any publications, announcements, or materials related to a grant-funded project. Grantees will allow UMFVV to review and approve text of any proposed publicity concerning a grant prior to its release. UMFVV 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 UMFVV's periodic public reports, newsletters, and news releases.

Hold Harmless:

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

Right to Modify or Revoke:

UMFVV reserves the right to discontinue, modify, or withhold any payments to be made under a UMFVV grant award or to require a total or partial refund of any grant funds if, in UMFVV'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 UMFVV; or (3) to comply with the requirements of any law or regulation applicable to the Grantee, or UMFVV, or this grant.

The undersigned certify that they are authorized officers of the Grantee and that, as such, 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:

Organization Name Date

Authorized Representative (Signature/Title) Date

Must be returned to UMFVV with Grant Application. Please submit through our website at www.umfvv.org/foundation-grants, or email it to info@umfvv.org, or mail to P.O. Box 3811, Charleston, WV 25338.

If you have any questions regarding the completion of this form, contact UMFVV at info@umfvv.org or via telephone (304-342-2113).