



Grants Initiative Guiding Principles & Application Instruction

Providing a path to YES!

The United Methodist Foundation (the Foundation) of Louisiana Grants Initiative exists to walk beside churches and church-related non-profits in the Louisiana Conference as they develop innovative ways to extend the reach of their ministries. The Foundation wants to provide a *path to yes* to those seeking financial support to make their ministry dreams a reality. This application and award process is designed to provide information to the Foundation's Grants Committee to ensure that grant funds are used as intended by both the Foundation and the recipient of funds 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.

Priority will be given to proposals that fall into one of the following categories:

- *Equipping clergy and/or laity for ministry*
- *Ministries that are innovative to the entity proposing the program*
- *Fostering connections in the church, community, district, conference and beyond*
- *Disaster preparedness and response*

In addition to the above listed categories, priority will also be given to:

- *Projects clearly delineating use of matching or self-provided funding to conduct the project*
- *Projects that include two or more church communities working together*
- *Applicants that are actively building endowments at the Foundation*
- *Applicants with 100% giving of Conference apportionments*

Guidelines

The Foundation's Executive Committee has approved the following 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.
- The Foundation is interested in partnering with grant recipients and does not intend to be the only funding source.

- In general, Foundation grants are not intended to provide for personnel costs, sustaining support or to fund the existing regular operational obligations of a church or agency. Grants are not awarded to pay for personal ministry expenses, local church building capital improvements or maintenance.
- Applications should request funds to support and continue ministries that are consistent with the mission of the Conference.
- Grant applications must include ALL of the following elements: *Project goal, description of target audience, intended impact of the program on your organization or target audience, strategies and methodologies to be used to achieve the desired impacts, a timeline for the project, a plan for how you will evaluate the project's success and a detailed budget, outlining how the grant funds will be used.*
- Grant funds are not intended to fund on-going programs or ministries. Grant funds can be used as seed money for beginning new programs/ministries as long as a plan for sustaining the program/ministry is clearly defined in the proposal.
- The Foundation will continue to communicate with conference leadership to better understand the Conference's needs and opportunities and how the Foundation might support those initiatives.
- Applications must be submitted using the online application found at www.umf.org/grants. The Grants Committee will only consider applications submitted through this online channel.
- The Foundation Grants Committee will meet quarterly to consider applications. Applications to be considered in the next quarter must be submitted by the 15th of the last month of the quarter--March 15, June 15, September 15, and December 15. A Foundation representative will notify applicants regarding the status of their proposals by the end of the first month of each quarter.
- *All applications made by churches in the Conference must have the approval of the pastor, chair of Trustees, chair of church leadership board and the District Superintendent. Applications made by Conference staff must have the approval of the Bishop or her designee. Applications made by church-related non-profits must have the approval of the appropriate governing board. Applications that do not have the proper approvals will be tabled until the approvals have been received. Delays caused by lack of proper approval may mean that the proposal will not be considered until the next quarter.*
- All recipients of Foundation Grant funds will be required to submit the Grant Summary Post-Report Form upon the completion of the funded project or one year following the grant award, whichever comes first. The Grant Summary Post-Report Form can be found at www.umf.org/grants.
- Grants approved by the Foundation's Grants Committee are subject to the approval of the Executive Committee or the Foundation Board of Trustees.

Application Process and Timeline

1. Complete the online application form. Print out the Signature Form and receive the appropriate approval signatures. Scan and email the Signature Form to britneywl@umf.org by the application deadline. **An application is not considered complete without both the online application and the signed Signature Form.**
2. You will receive notification from our office that your grant has been received.
3. After you submit a grant application, you may be contacted by a member of the Grants Committee if additional information is needed to comply with the guidelines.
4. After the next Grants Committee meeting, you will be notified by email or phone of the Grants Committee's decision.
5. If a Grant application is approved for funding, a check will be sent to the organization with an award letter and a copy of the Grant Summary Post-Report Form so that you will be able to plan for the submission of the form. The Grant Summary Post-Report Form is due at the completion of the funded program or one year after the award of the grant, whichever is sooner. This form is available to complete online at www.umf.org/grants.

During your funded ministry program

Please include the Foundation in any publicity you do concerning your funded program/ministry. Please send any images of your program to britneywl@umf.org. These will help us to increase your reach through Foundation publicity. Please tag the Foundation on Facebook posts you create, using **@umfla**.

As you begin your program, take note of the requirements of the Grant Summary Post-Report Form (available at www.umf.org/grants) for receipts, financial accounting, metrics and program evaluation.

Contact information

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