

## UMF GRANT FUNDING 2011/2012 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. **For programs previously funded by the Foundation Grants Program, the application should contain an evaluation of the program.**

### NATURE OF GRANTS

1. Grant applicant must be **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 2012 calendar year.
3. Grants commitments are for one year at a time.
4. Grants will be considered for the broadest geographic area within the Northern Illinois Conference, or projects or institutions to which The United Methodist Church in Northern Illinois is related.
5. **The usual range for Foundation grants is \$500 - \$3,000. Requests should not exceed \$3,000.**
6. Applications for seminary scholarships and clergy continuing education grants are to be made directly to the Northern Illinois Conference Board of Ordained Ministry (BOM), Division of Continuing Education.

### 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 too much in its infancy, not ready to move ahead in a timely fashion?
3. Does the program focus primarily on church members/friends or 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. Will the program be implemented by the end of 2012?
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. Two reports will be expected from the group receiving the grants:
  - An informal report should be sent to UMF by May 1, and should include how the grant is being used, what are the visible results, who are the people involved, numbers served, etc.
  - A second, more complete report **must** be made prior to August 31 of the funding year.
2. 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 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 (first Wednesday of the month) concerning the grants for the coming year.
4. The Grant Committee will inform all applicants in writing of the Foundation's action following the December Board of Directors meeting.

## **PAYMENT SCHEDULE**

The full amount of grants will be distributed to grantees at a reception in January 2012.

## APPLICATION SUBMISSION AND DEADLINES

1. Applications may be downloaded in PDF or Microsoft WORD formats from the Foundation's website, [www.nicumf.org](http://www.nicumf.org) – Go to *Information for Churches* to get the link.
2. Application forms and guidelines governing the grants program can be sent from the Foundation office upon request. Contact Carolyn Cook, 312-346-9766, extension 104.
3. If mailed, completed applications must be **in the Foundation office by at noon**. If hand delivered they must be in our office by noon on September 19, 2011. Applications may also be emailed to [nicumfgrants@gmail.com](mailto:nicumfgrants@gmail.com) by September 19, 2011 at noon. **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.**
4. Grant applications must include the Cover Page, the Narrative (answers to nine (9) questions) and the 2012 Budget Form.
5. Attachments including photos may be submitted, but only in an electronic format (email to [nicumfgrants@gmail.com](mailto:nicumfgrants@gmail.com)).
6. Please use word processing or type completed applications. We appreciate no hand-written submissions.
7. If the program works directly with children, include a copy of the Safe Sanctuary Policies.
8. If the program has been funded previously by the Foundation, include an evaluation of the program's results.
9. Foundation mailing address and contact information is as follows:

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

Telephone: (312) 346-9766 extension 104 (Carolyn Cook, Executive Assistant)  
Or (312)346-9766, extension 106 (Janet Boryk, Grants Program Coordinator)  
Fax: (312) 346-9730  
Email: [nicumfgrants@gmail.com](mailto:nicumfgrants@gmail.com)