



Directions for Submission of Grant Applications

You should have the following information available when completing your online grant application:

- A short description of your organization, its mission, and purpose, along with confirmation that this project/program is endorsed by the governing body of your church/agency and is part of a long-range plan for ministry in the community.
- An **Executive Summary** which consists of a synopsis of the project or program for which you are requesting funding, why such a project or program is needed, why this project or program will fulfill this need, and why your church/agency should receive the funds to implement it. The Executive Summary should excite and inspire the reader to read your full application. It should provide the essential information in a concise manner. You should also include any details regarding how you plan to ensure the sustainability of this project or program in future years.
- An accurate explanation of the intended use for any grant funds received. Be specific as to the materials, equipment, etc. for which the money will be used and include an explanation as to why this funding is needed for the success of your project or program.
- Whether this project/program has received a UMF grant in the past and the year(s) in which a previous UMF grant was awarded.
- The anticipated timeline for your project/program (start date and end date).
- The geographic area and demographic group which this project or program will attempt to serve.

- Budget information for the project or program for which this grant is being sought. This information should include the amount committed by your church or agency toward this project/program and the total annual budget for this project/program.
 - Any funds which have been committed by other United Methodist ministries toward this project/program (not including sources of funding which have not yet been confirmed).
 - Any funds which have been committed by any non-Methodist sources for this project/program (not including sources of funding which have not yet been confirmed).
- Any non-monetary contributions which have been committed to this project/program. These contributions might include supplies, equipment, labor, etc. This information should not include sources of funding which have not yet been confirmed.
- Any organizations with which this project/program will be collaborative. The Foundation looks favorably on grant proposals that are collaborative with other United Methodist ministries.

Attachments should include information only as it relates to the project or ministry seeking funding. These may include a detailed budget outline, letters of support, or publicity publications related to this program/project. If we require additional information we will contact you. We may require a copy of your current IRS determination letter indicating 501(c)(3) tax exempt status if you are a non-parish institution and a statement verifying payroll tax payments, if any pertain to the project/program being applied for.