

## URBAN MINISTRY GRANT REQUEST PROPOSAL

1. Name of organization or ministry
2. Purpose/Vision/Mission Statement for the organization or ministry
3. Contact information for representatives of the organization or ministry
4. Goals or objectives for the organization or ministry requesting the grant
5. Specific information on target groups to be touched/helped by this ministry or organization
6. Dates of event(s) or program(s)
7. Description of event(s) or program(s)
8. Location of event(s) or program(s)
9. Budget for event(s) or program(s)
10. Describe sources of funding and support to be provided by the organization or ministry
11. Specify the amount of the grant being requested.

## INSTRUCTIONS & PROCESS FOR RECEIVING AND CONSIDERING GRANT REQUESTS

1. The following items should be included in a grant request package:
  - a. Name of organization or ministry
  - b. Purpose/Vision/Mission Statement for the organization or ministry
  - c. Contact information for representatives of the organization or ministry
  - d. Goals or objectives for the organization or ministry requesting the grant
  - e. Specific information on target groups to be touched/helped by this ministry or organization
  - f. Dates of event(s) or program(s)
  - g. Description of event(s) or program(s)
  - h. Location of event(s) or program(s)
  - i. Budget for event(s) or program(s)
  - j. Describe sources of funding and support to be provided by the organization or ministry
  - k. Specify the amount of the grant being requested.
2. Receive submission to request grant (office of Flint: Calvary UMC)
  - a. Via email: [calumc@sbcglobal.net](mailto:calumc@sbcglobal.net) (PREFERRED METHOD)
  - b. Via conventional mail: 2111 Flushing Road, Flint, MI 48504
  - c. Hand delivery
  - d. Via fax
  - e. Respond within 7 number of days to acknowledge receipt of grant request
3. Evaluate whether the grant request package that has been received is complete.
  - a. If no: send list of items found under item 1
  - b. If yes: move on to process to consider the grant request for approval

c. We emphasize the following criteria to be considered for evaluation of each grant request (in no particular order):

1. United Methodist ministries
2. Focused in the City of Flint
3. Due to location and financial condition, our core focus for ministry would be centered around the following churches: Lincoln Park, Bethel, Charity, Eastwood, Calvary, and Asbury. Court Street is not ruled out, but has a different financial and contextual situation. Mt. Morris, Faith, Dimond and Hope are also considered.
  - a. Other churches could be partnering with “core” churches, including suburban and rural churches
4. Church/group grants are preferred rather than “individual” grant requests.
5. Cooperative Church Ministry is vital and emphasized as we see church cooperation as essential.
6. Existing outreach ministries in the core area include:
  - a. Dort-Oak Park Neighborhood House
  - b. Lincoln Park Outreach Ministries
  - c. Asbury Community Development Corporation (aka: Asbury Family Development Center; Asbury House)
7. Funding goals include developing ministry cooperatively for 24 hour ministry spread over multiple locations.
8. Outreaching ministries and facilities or equipment needs that would support outreaching ministries.
  - a. Examples
    - i. Upgrading facilities to have licensed kitchens
    - ii. Covering expenses to operate van service
    - iii. Accessibility needs
9. Seed money to develop programs that become self funding

10. Funds to assist with the processes of

a. Outside grant writing

b. Organizing community services as an (501c3)

**4. a. Grant Request Due Dates and Fund Availability: Proposals due by March 31 for May 1 available funding; due by June 30 for Aug 1 available funding; due by Sept 30 for Dec 1 available funding.**

b. This Committee will prayerfully discern proper distribution of any remaining budgeted funds balance that was not granted and is beyond the total approved grants received by September 30. Any money beyond this process will remain unused.

5. Respond in writing with finding on grant request within 10 days of the next committee meeting.

a. If approved the treasurer for the Urban Ministry Committee will forward the grant information to the treasurer of the District Board of Missions

b. If denied the Urban Ministry Committee will send a written response explaining the decision to deny the grant request.

c. Any single grant awarded by this committee will be a maximum of \$5,000.

d. Developing ministry funding cycle: Year 1 - 100%; Year 2 - 100%; Year 3 -  $\frac{2}{3}$ ; Year 4 -  $\frac{1}{3}$ ; Year 5 \$0.

DISCUSSION: Requestors requesting funds for developing ministries are encouraged to share their 5 year funding plan. This committee will plan to support such ministries over a four period; however, proposals must be submitted for approval each year for continued consideration. Requestors are expected to disclose their total anticipated budget and strategy for finding other funding sources after Year 2.

For example, a ministry submits and this committee agrees to fund a proposal requesting \$1,000 in Year 1, anticipating that their costs will be \$1,000 per year for five years. This committee expects that the proposal will indicate that the requestor recognizes

that they will need to find other sources of funding in Year 3 (\$333), Year 4 (\$666) and beyond (\$1,000). The requestor is encouraged to share their strategy for finding these sources.

In Year 2, this same ministry submits their proposal showing how they used the \$1,000 granted in Year 1, and requesting Year 2 funding of \$1,000. Their proposal again should show that the requestor recognizes the need for finding additional funding sources and a strategy for doing so (which may have changed since the prior year). This committee recognizes that a lot changes from year to year, but it is important to show evidence of fiduciary accountability and transparency along with a reasonable game plan for the future.

**6. This committee will expect to receive a brief written report on the usage of funds that have been granted for urban ministry within 12 months of the grant disbursement or prior to consideration of any further grant request from the same organization which ever comes first.**