

## **St. James United Methodist Church Endowment Fund Grant Application Instructions**

The General Endowment Fund was established for the purpose of providing members and friends the opportunity to make charitable gifts to St. James United Methodist Church that will become a permanent source of financial support. The General Endowment Fund is specifically designated to support the mission and ministries of St. James as well as the maintenance and improvement of the Church's buildings and property.

### **Eligibility**

Grants may be awarded to fund capital improvement projects of St. James United Methodist Church or for ministries to help or enhance programs, projects or activities that are innovative and effective. These ministry grants must work toward fulfilling the mission and vision of St. James. Grants are made for one-time funding needs. Grants will not be awarded to outside organizations. The St. James Endowment Committee reserves the right to not seek or allow grants in any given year due to financial and/or economic circumstances.

### **How to Apply**

1. Complete the grant application form and attach a brief narrative statement.
2. A separate application must be completed for each project. If more than one application is submitted, indicate which project has priority.
3. Original signatures are required.
4. Grants can be awarded on a semi-annual basis with deadlines of April 1 and October 1 of each year. Grants may be awarded in times of emergency or unforeseen circumstances that have time sensitive deadlines.

Applications should be submitted to: St. James United Methodist Church  
Endowment Committee  
321 Pleasant Valley Dr.  
Little Rock AR 72212

The Endowment Committee will acknowledge receipt of all completed grant applications.

### **How Proposals are Processed and Grants Awarded**

- On behalf of the Endowment Committee, the Finance Administrator will receive the grant applications and provide them to the Senior Administrative Staff Team for endorsement. No grant applications will be presented to the Endowment Committee without the endorsement from the Senior Administrative Staff Team.
- Endowment Committee shall receive all grant applications. A sub-committee composed of five members and one staff person shall be formed to review the applications.
- Funding decisions are determined on a case-by-case basis and are dependent on funds available and the merits of each request.
- Priority consideration will be given to grants that will be for capital improvement items that are not funded through the Annual Fund or the Memorial Fund. Applications for ministries

will need to demonstrate a strong and meaningful connection to fulfilling the mission and ministry of St. James.

- The review sub-committee will make recommendations to the entire Endowment Committee. There are several possible recommendations/actions that may be taken regarding any application: 1) The request may be approved and recommended to the full committee for either full or partial funding; 2) The request may be approved for a “challenge” or “matching” grant; 3) Action on the request may be tabled and additional information requested; 4) The grant may be denied.
- Each applicant will be advised of the action taken by the Endowment Committee.
- The St. James Endowment Committee reserves the right to not seek or allow grants in any given year due to financial and/or economic circumstances.
- If you have questions, please contact either the Chair of the Endowment Committee, Finance Administrator II, or the Executive Director of Ministries.

### **Measuring Results**

Six months after the grant funds are disbursed, the applicant will be expected to complete an evaluation of the project. The evaluation form, sent by the Endowment Committee, will ask the applicant to: verify the use of funds, provide a brief progress report, and describe how goals and objectives have or have not been met, and describe measurable benefits of the project. The evaluation must be completed and returned in order to be maintain eligibility for future grants.

### **Grant Proposal Narrative Guidelines**

Along with the application form, please submit a brief narrative that addresses the topics described below. Please limit narrative to no more than two single-sided pages.

### **Project Description**

1. If this is a capital expenditure, please describe the issue or problem to be addressed with grant funds. Identify how the expenditure will improve or enhance the overall operation of St. James.
  - a. Include information on the how the equipment will be purchased.
  - b. How it will be installed and time it will take to be completed.
  - c. If this is a time sensitive project, please explain why.
2. If this is a grant proposal for a ministry project, please include the following information:
  - a. Is this a new or existing project?
  - b. What is the target audience of the project?
  - c. Describe how this project will contribute to the health, vitality, and ministry effectiveness of the church.
3. List the main goals of the purchase or project, a plan to document progress, and method to measure results. Please use quantitative measures when possible.
4. Provide a timeline for implementation.

Other Notes:

The Endowment Committee may be reviewing multiple proposals in each cycle. We strongly recommend that proposals be concise and address the topics outlined above.

Questions? Please contact the Finance Office at 217-6714.

**St. James United Methodist Church  
Endowment Committee  
Application Form for Projects to be Funded**

**Instructions:** Submit your proposal no later than April 1 or October 1 for consideration. Complete the application form below and include a project narrative.

**General Information:**

Project Name: \_\_\_\_\_

Committee or Ministry Area: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Basic Request Information:**

Total amount requested from the Endowment: \_\_\_\_\_

Total project budget: \_\_\_\_\_

Proposed project starting date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Type of funding requested:

- Matching (\$\_\_\_ for each dollar of support)
- Challenge (\$\_\_\_ to be raised by the ministry)
- Grant
- Scholarship

Does this project require approval from Church Council, Board of Trustees, or other Administrative Committee:   yes       no

Is this a capital improvement project?   yes       no

Is the project a matter of safety, security, or immediate need?   yes                   no

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Has it been approved by ministry area staff?   yes       no



## Project Budget

Income	Amount
Amount Requested from Endowment	\$
Other Sources of Income:	
	\$
	\$
	\$
<b>Total Anticipated Income</b>	\$

<b>Expenses and Material Purchases</b>	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Sub Total	\$

<b>Personnel Costs (Labor/Salary/ etc.)</b>	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Sub Total	\$

<b>Other Expenses:</b>	
	\$
	\$
	\$
	\$
	\$
	\$
Sub Total	\$
<b>Grand Total</b>	\$

