

# The United Methodist City Society

## *Grant Application Request Form*

Church:

Cooperative Parish:

Address:

Contact Person:

Position:

Email Address:

Contact Person's phone number:

Pastor:

Pastor's email:

Is this grant request for the ministry of the church?      YES      NO

Is this grant request for the ministry of the Cooperative Parish?      YES      NO

Is this grant request for a capital project? (Building, construction, repair)      YES      NO

**Purpose of the Grant Request:**

An application will be sent to you if your grant request fits within the parameters of the City Society's grant funding.

# GRANT APPLICATION GUIDELINES

All grant applications will be processed by the appropriate committee of the City Society. Grants are approved by the Board of Directors of the United Methodist City Society. Grant applications are due three weeks before a scheduled Board meeting. Meetings of the board are typically held the third Friday in January, March, May, September and December.

1. The District Superintendent will need to provide a letter of support.
2. The Cooperative Parish will also need to provide a letter of support showing why the project fits within the vision of the ministry of all the churches in the Parish. It would be signed by the cooperative parish leader, but all the members of the parish would discuss the grant request.
3. If this is for a building related project, the City Society usually requires three bids for a project or the rationale as to why one contractor will be chosen without other bids. The City Society may also engage an architect to review all plans for building related projects. Staff may conduct site visits.
4. The Society wishes for participation by the local congregation or cooperative parish in the endeavor. Each situation will be considered as we seek to be equitable in our grant making process. A loan/grant could also be offered.
5. There is no longer a requirement for an ecclesiastical mortgage.
6. The Society will also require goals and outcome measurements for all grants.
7. Depending on the grant request, funds may be paid overtime.
8. Site Visits will take place.
9. A report of the progress and a final report will be required.
10. Funds can only be used for the purpose of the grant.
11. The United Methodist City Society (as grantor) reserves the right to review and/or audit the grantee's financial records in a timely manner at any point after an agreement has been signed and/or the funds have been advanced. UMCS may request funds to be returned if there is no supporting documentation that the funds were utilized within the terms of the agreement.

If you require assistance during the grant application process, you may contact the City Society for support. An application workshop may be conducted.

**PLEASE RETURN THIS APPLICATION TO THE EMAIL  
[grantapplication@umcitysociety.org](mailto:grantapplication@umcitysociety.org)**