



## United Methodist Frontier Foundation 2020 Rev. Dr. Keith Muhleman Ministry Grants Application

### Who is the United Methodist Frontier Foundation?

The United Methodist Frontier Foundation has been serving United Methodist Churches since 2005. The Foundation manages and distributes funds, guides churches in raising funds, and provides financially-oriented support and stewardship services for churches in the New York and Upper New York annual conferences as well as for district and conference United Methodist entities. Our core competencies are Fund Management, Stewardship Training, and Planned Giving for Congregations and Individuals. Our investment vehicles follow the United Methodist social principles and provide reasonable returns for reasonable fees.

### What does this mean for you?

We assist churches with:

- Financial education & investment management services
- Investment policies development
- Endowment programs planning
- Stewardship programs that create a culture of generosity
- Feasibility Studies, Capital Campaigns, & Miracle Sundays
- Ministry funding through annual grant process

**The Frontier Foundation's Board of Directors** has announced a total of \$20,000 available for ministry grants in 2020. \$10,000 to local churches within the New York Annual Conference (NYAC) and \$10,000 to local churches within the Upper New York Annual Conference (UNYAC). One or more grants will be awarded in each annual conference. The total amount available for each annual conference is \$10,000.

**Purpose:** The purpose of the *UMFF Rev. Dr. Keith Muhleman Ministry Grants* is to encourage and support creative and vital ministry in the local church. Grants will be awarded to local churches whose **initiative, creativity, and commitment** to the Gospel is evident in a ministry or program designed to meet an existing or emerging need within the congregation or greater community. The grants may be used either to establish a new ministry or to support an existing ministry, **and may not be used simply as an additional revenue source for the church's operating budget.**

**Timeline:** Grant applications are due in **electronic format** to [contactus@umff.org](mailto:contactus@umff.org) no later than close of business on **Monday, March 23, 2020.**

Applications will be evaluated by the Grants Review Committee which will make recommendations to the Board of Directors at the United Methodist Frontier Foundation's May 1-2, 2020 board meeting. Both the selected and non-selected churches will be notified in early May.

*Please do not hesitate to contact Ellen Knudsen, Executive Director, if you have any questions.*  
[eknudsen@umff.org](mailto:eknudsen@umff.org) or 914-615-2238.

# Grant Application Requirements

**PLEASE READ THIS PAGE CAREFULLY**  
**ALL PAGES OF APPLICATION MUST BE COMPLETED**

The proposed ministries and programs to be funded (in part) by the grant award must be defined in sufficient detail on the grant application, along with the purpose that the grant award would play in successfully implementing the ministry or program. The application form will also require the applicant church to provide a timeline for the use of the grant award and the measurable objective criteria by which the ministry or program will be evaluated for its success in achieving the results outlined in the ministry/program definition.

The components of the grant application include the following:

## **Application Cover Sheet (page 3) :**

Provide the church name, address, and contact information as well as a project name, brief description and amount requested in this application. The Cover Sheet also includes Grant Submission Authorization signatures of leaders from the Church. **Signatures must be obtained before submitting the completed application.**

## **Grant Program Request (page 4):**

Describe in appropriate detail (shorter is better) the church's ministry or program for which this grant application is being submitted. The detail should include how the requested grant funding will be used to either create or sustain a ministry or program designed to meet an existing or emerging need within the congregation or greater community. Both a grant expenditure timeline and program evaluation criteria must be included in the request. Grant recipients will be expected to complete and submit a written report detailing the results measured against such criteria. **There are four parts to the Grant Program Request. All must be completed.**

## **Church Financial History (page 5):**

Describe the church's financial history for the last three years (2017-2019), including any budget deficits, endowment fund reductions and the impact of this financial history on the fulfillment of the church's ministry.

## **Current Church Financial Position (page 6):**

Describe the current financial position of the church, its 2020 Operating Budget and its major challenges faced in sustaining a sound financial position.

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## **Checklist of completed application sections:**

- Application Cover Sheet – **MUST contain signatures**
- Program Request
  - Statement of Need
  - Funding Request
  - Grant Expenditure and Sustainability – **Includes program budget**
  - Program Evaluation Criteria
- Church Financial History – Past years' actual numbers
- Current Year Church Operating Budget

**2020 UMFF Rev. Dr. Keith Muhleman Ministry Grant Application  
Application Cover Sheet**

CHURCH \_\_\_\_\_

CONFERENCE \_\_\_\_\_ DISTRICT \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

CONTACT \_\_\_\_\_  
(Name) (Phone #) (Email Address)

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

Brief Description (10 words or less): \_\_\_\_\_

\_\_\_\_\_

Amount of request (Maximum \$10,000): \_\_\_\_\_

Grant Submission Authorization:

\_\_\_\_\_ Date \_\_\_\_\_  
Chairperson, Church Council/Administrative Board

\_\_\_\_\_ Date \_\_\_\_\_  
Chairperson, Board of Trustees

\_\_\_\_\_ Date \_\_\_\_\_  
Pastor

\_\_\_\_\_

\_\_\_\_\_

Pastor's email address

Pastor's phone #

Forward complete and legible application as an email attachment to the UMFF Office ([contactus@umff.org](mailto:contactus@umff.org))  
by no later than the close of business on Monday, March 23, 2020.

## 2020 UMFF Rev. Dr. Keith Muhleman Ministry Grant Application

### GRANT PROGRAM REQUEST

Provide a narrative description of the church's ministry or program for which this grant request is being submitted. The detail must include the following four components:

- (1) Statement of Need:** This section must paint a picture of the congregation's or community's need that will be addressed by the ministry or program for which the application is being submitted. A clear link between the described need and the proposed ministerial solution must be established in the Statement of Need.
- (2) Funding Request:** Please describe how the requested grant funding will be used to either create or sustain the ministry or program designed to meet an existing or emerging need within the congregation or greater community.
- (3) Grant Expenditure and Sustainability:** Please provide details to describe both the proposed timeline of the grant expenditure and the other funding resources that have or will be secured to ensure the sustainability of the ministry or program over a three-year period if this is an ongoing program. **The budget for this program must include all sources of income and projected expenses.**
- (4) Program Evaluation Criteria:** How will you know if you are successful? The ministry or program evaluation criteria must be included in the request. The criteria must be based upon a set of measurable objectives that are achievable within the scope of the proposed ministry/program activities. Grant recipients will be expected to complete and submit a written report providing the results measured against such criteria.

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## CHURCH FINANCIAL HISTORY

We are asking for the **actual income and expenses** for your church for the three years listed below. This information should be taken from your year-end financial reports. Also attach year-end financial statements for each year.

	<u>2017</u>	<u>2018</u>	<u>2019</u>
<b><u>INCOME</u></b>			
Committed Giving – Pledges			
Identified Giving			
Loose Plate			
Fundraisers			
Endowment Income			
Other			
<b>TOTAL INCOME:</b>			
<b><u>EXPENSE</u></b>			
Clergy Salary			
All Other Salaries			
Administration			
Program & Ministry			
Building Maintenance			
Insurance			
Apportionments			
Other			
<b>TOTAL EXPENSE:</b>			
<b>SURPLUS / (DEFICIT):</b>			

Please describe the impact (if any) of this financial history on the fulfillment of the church's ministry:

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**2020 UMFF Rev. Dr. Keith Muhleman Ministry Grant Application**

**CURRENT YEAR CHURCH OPERATING BUDGET**

Please attach your complete 2020 Operating Budget

**2020 OPERATING BUDGET:**

**INCOME**

**Committed Giving – Pledges**

**Identified Giving**

**Loose Plate**

**Fundraisers**

**Endowment Income**

**Other**

**TOTAL INCOME:**

**EXPENSE**

**Clergy Salary**

**All Other Salaries**

**Administration**

**Program & Ministry**

**Building Maintenance**

**Insurance**

**Apportionments**

**Other**

**TOTAL EXPENSE:**

**SURPLUS / (DEFICIT):**

**Please describe the current financial position of the church and its major challenges faced in sustaining a sound financial position:**

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