

Grant Request # _____

Date Received _____
(Foundation use)

TRINITY UNITED METHODIST CHURCH FOUNDATION

GRANT APPLICATION FORM

A. GENERAL INFORMATION

Name of Grantee _____

Committee or Taskforce

Church Staff Involved _____

Grant Contact Person _____

Phone _____

Email _____

Fax _____

B. BASIC REQUEST INFORMATION

Total amount requested from the Foundation: \$ _____

Proposed project starting date: _____

Length of project: _____

Type of funding requested: _____ Matching (_____dollar(s) for each dollar of support)

_____ Challenge (\$_____to be raised by organization)

_____ Outright grant

_____ Special scholarship

C. PROJECT BUDGET

Use broad categories, but include all income and expenses related to the project. If funding by the Foundation is requested for only specific items of the project budget, indicate those with an “*”. No indirect expenses are allowed.

Income

Amount requested from Foundation	\$ _____
Other sources:	
_____	_____
_____	_____
_____	_____
Total	\$ _____

Expenses

_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	\$ _____

Note: Total income and total expenses should balance.

ALL SUBMISSIONS ARE SUBJECT TO THE PROCESS, PROCEDURES AND RULES OF THE TRINITY UNITED METHODIST FOUNDATION, AS CHANGED FROM TIME TO TIME.

DATE: _____ SIGNED: _____

GRANT NARRATIVE

D. DETAILED DESCRIPTION OF PROJECT

1. Brief overview of project (200 words or less).
2. Describe how the mission and ministry of Trinity United Methodist Church will be expanded by this project.
3. Brief description of facilities, equipment and materials available to carry out project.
4. Describe the following:
 - a. Benefits/Need: State the benefits to be achieved for community/members/church as appropriate. Why is this project needed? Is anyone else fulfilling this need? What are the factors which make this project a priority for Trinity?
 - b. Who is to be served: Be as specific as possible regarding who will participate in the project and the characteristics or attributes that make them eligible to participate in the project.
 - c. Action plan for achieving benefits: Describe each step to be carried out before the project can begin and during each phase of the project. Who will be responsible for each step?
 - d. Determination of success: Indicate how “success” is defined in the project.
How will the success of the project be determined?
 - e. Sustainability: How will the project sustain itself and extend the benefits of the program after the grant period? Will it become a part of Trinity’s operating budget?
 - f. Other funding sources: Describe the status of other efforts to fund the project, if any.