



Board of Higher Education & Campus Ministry Program Grant Information and Application

PURPOSE STATEMENT

The Board of Higher Education and Campus Ministry (BHEM) is called to encourage campus ministries within the boundaries of the Western Pennsylvania Annual Conference of the United Methodist Church, as they find creative ways to offer the transformational nature of the Christ in line with the United Methodist tradition in an effort to raise up new generations of thoughtful, articulate Christians who care about making the world a better place in which to live.

GRANT INFORMATION

General

- 1 The WPAUMC Board of Higher Education & Campus Ministry (BHEM) reserves the right to reject in whole or in part any grant application that it deems to be incomplete or not in accord with its policies.
- 2 Your completed Grant Application Form must be dated and received at the BHEM no later than September 1st for Fall Grants & January 1st for Spring Grants.
 - Fall Grants will be disbursed following the September meeting.
 - Spring Grants will be disbursed following the January meeting.
- 3 The decision of the BHEM regarding all awards shall be final.
- 4 Applications that are rejected may be re-submitted in the next grant distribution after they have been re-written to comply with the guidelines.

Purpose of those seeking grants shall qualify for consideration by:

- Being a United Methodist church ministering to college students or a Western Pennsylvania Campus Ministry.
- Seeking funding for activities that are in line with the United Methodist tradition.
- Seeking funds for operating expenses necessary for the grant-related project.

Consideration may be given for the following:

- Program-related equipment (including computers and IT equipment) that can be used directly for program-related activities as opposed to administration functions

Priority for grant awards shall be given to projects that:

- United Methodist Campus Ministries
- Campus Ministries located within the Western Pennsylvania Annual Conference geographical area
- Ministries functioning within a local United Methodist church and serving as a bridge between college students and the local church congregation
- Are collaborative with other United Methodist entities
- Have identified matching sources of revenue

Exclusions: Grants shall NOT be made for:

- Direct administrative and any indirect salary support
- Building repair, replacement, or expansion
- Capital items — including furnaces, air conditioners, remodeling of building structure, ADA accessible modifications
- Cases in which the applicant has full funding available for the project or activity from another source (it is a positive to demonstrate contributions or matching funding)
- Projects or activities that have no mechanism for evaluation in place
- Cases for which there is no evidence that the governing body of the organization endorses the project or activity
- Program-related equipment (including computers and IT equipment) in excess of \$750

Grant amounts and terms

- 1 Grants may be renewable up to three consecutive years depending on funding sources and quality and scope of the project.
- 2 If renewed, grants will be tiered: 1st year grants shall not exceed \$5000; 2nd year grants shall not exceed \$3000; 3rd year grants shall not exceed \$1000
- 3 Grants may be made conditional upon certain requirements being met and documented to the BHEM's satisfaction.
- 4 All grants awarded shall require no less than annual reporting to the BHEM as to the progress of the project and the financial activity resulting from the grant and the project funded.
- 5 Information (pictures, brochures, etc.) about your ministry and description of your project success will be provided to BHEM within 60 day of completion for PR purposes.

Directions for Submission of Grant Applications

Please include in your Grant Application the information below, in the order indicated. Additional information pertinent to your grant request, but not specifically listed below, may also be included. Please be thorough, yet brief.

Complete the Application Form and Submit it to: Chair of the Board of Higher Education and Camp Ministry, United Methodist Center, 1204 Freedom Road, Cranberry Township, PA 16066.

An **Executive Summary** should consist of a synopsis of your grant request written in narrative form addressing **purpose** and **priority**. The Executive Summary should focus on the major points of your proposal, including a brief description of the proposed project, who it serves, why it's important, and why your organization should receive funds to implement it. The Executive Summary should excite and inspire the reader to review your full proposal. It should also provide the essential information in a concise manner.

The **Grant Proposal** should describe your program in a thorough, yet brief, manner and include the following information.

- 1 Name of the church or campus ministry requesting the grant and name of the specific project/ministry to be funded.
- 2 Dollar amount requested (up to \$5000).
- 3 Name of the Higher Education Institution being served
- 3 Purpose of the grant
 - Describe the proposed project/ministry, including goals and objectives, and your plan to meet them.
 - Is this a new or continuing project/ministry?
 - Identify other organizations, partners, or funding sources participating in the project and their roles.
 - Provide a timetable for implementation.
 - Identify needs/problems to be addressed, target population, number of people to be served by project.
 - Confirm that this project/ministry is endorsed by the governing body of your organization and is part of a long-range plan for ministry in the college community.
 - Describe how this ministry reflects God's call?

Attachments should include information only as it relates to the project or ministry seeking funding. These may include:

- 1 Statement verifying payroll tax payments, if any (pertains only to the project/ministry)
- 2 Letters of support that substantiate need for the project and collaboration with other organizations
- 3 Most recent annual financial statement
- 4 Any other information pertinent to the grant proposal

Budget Information should provide complete information relating to both income and expenses in order that we can assess your qualifications for a BHEM grant. This information should be as it relates to the proposed project/ministry seeking the grant, NOT the budget for the church or Campus Ministry.

Please include:

- 1 Income** — Include all confirmed and anticipated sources of revenue and indicate their status.
 - Funds committed by your church or campus ministry
 - Grants from other sources, such as:
 - Foundations
 - Corporations
 - Earned income (rent, fees, etc.)
 - Individual contributions and offerings
 - Fundraising events and product sales
 - Endowment fund income
 - In-kind support
 - Any additional revenue
 - Grant requested from the BHEM

- 2 Expenses** — Include all anticipated expenses
 - Salaries and wages by individual position, specifying full- or part-time positions
 - Materials
 - Equipment
 - Rent
 - Insurance
 - Utilities
 - Publicity/Promotion
 - Office Supplies
 - Other expenses, such as:
 - Printing and copying
 - Telephone and fax
 - Postage and delivery
 - Mission share
 - Project expenses by category (for example: education, worship, etc.)

BOARD OF HIGHER EDUCATION & CAMPUS MINISTRY PROGRAM GRANT APPLICATION

Overview: The Western Pennsylvania Annual Conference Board of Higher Education and Campus Ministry has limited funding available to assist campus ministry units in program funding. Program funding could include program activities such as field trips, gatherings, materials, and supplies. The primary intention of the grants is to provide start-up funding for new programs. These grants are not intended to be used for any form of salary support. Average grants are around \$1500. Grants will be funded based on the availability of funds (and priorities assigned to the requests). It is an assumption of the Board that many of the ministries funded will become self-sustaining after a period of time.

Funding Preferences: The Board's funding preferences are for the following:

1. United Methodist Campus Ministries.
2. Campus Ministries located at an Institution of Higher Education within the Western Pennsylvania Annual Conference geographical area.
3. Ministries functioning within a local United Methodist church and serving as a bridge between the college students and the local church congregation.

Instructions: Please complete this form as completely as possible. You may attach supplemental materials in support of your request. Mail applications and supporting materials to: Chair of the Board of Higher Education and Camp Ministry, United Methodist Center, 1204 Freedom Road, Cranberry Township, PA 16066. Applications will be accepted at any time. Applications will be due September 1st for a Fall award & January 1st for a Spring award. Call the chair of the Board of Higher Education and Campus Ministry with questions.

Date of Application: _____

Ministry Name: _____ **Contact Person:** _____

Higher Education Institutions Served:

Executive Summary (Describe the proposed project/ministry, including goals and objectives, and your plan to meet them.):

Is this a new or continuing project/ministry?

Identify other organizations, partners, or funding sources participating in the project and their roles.

Identify needs/problems to be addressed, target population, number of people to be served by project.

Confirm that this project/ministry is endorsed by the governing body of your organization and is part of a long-range plan for ministry in the college community.

How does this ministry reflect God's call?

Provide a timetable for implementation:

Is this ministry tied to a local United Methodist Church and congregation? Yes No

If so please identify the Church _____

And the Senior Pastor _____

Please include a letter of support from a United Methodist Pastor who is active in this ministry.

What is your anticipated budget for this project for the current year? (Budget information should provide complete information relating to both income and expenses in order that we can assess your qualifications for a BHEM grant. This information should be as it relates to the proposed project/ ministry seeking the grant, NOT the budget for the church or Campus Ministry.)

Please indicate the anticipated funding sources and amounts that you expect to fund your ministry.

What is the amount you are asking the BHECM to fund? (Please attach appropriate detail.)

If funding is granted, to whom should the check be issued? _____

Address to mail check: _____

If you accept an awarded grant, you hereby agree to provide publicity information about your ministry and your grant application. Such information (pictures, brochures) are to be submitted within 60 days following the completion of your event so that we can include it in our publicity displays as we deem appropriate.

I am duly authorized to accept this grant from the B.H.E.M. (should it be awarded) on behalf of the organization named above. I understand that I am responsible for ensuring that the stated requirements for accepting these monies will be met.

Director of Campus Ministry

Date

If this grant request is tied to a local congregation (United Methodist or otherwise), please provide the minutes of the Council/Board meeting in which it was discussed and approved along with signatures from the:

Pastor

Date

Council Chairperson

Date