

Racial Ethnic Local Church Concerns



Funding Request
2009-2012



Contact:

Sungnam Choi

Toll-free phone 877-899-2780, Ext. 7050

Fax 615-340-7071

schoi@gbod.org

www.gbod.org/ethnic



PO Box 340003
Nashville, TN 37203-0003

RELCC Grant Criteria

1. The ministry/project must be a project of a local United Methodist church or of the United Methodist connectional system.
2. The ministry/project must contribute directly to the mission and ministries of making disciples of Jesus Christ and must be consistent with the doctrine and social principles of the United Methodist *Book of Discipline*.
3. The ministry/project must focus on developing and strengthening the racial ethnic local church for witness and mission.
4. The ministry/project must be related to one or more of the essential services provided by the General Board of Discipleship's ministry areas.
 - Accountable Discipleship
 - Christian Education
 - Curriculum Resources
 - Evangelism
 - Family & Life-Span Ministries
 - Lay Ministries
 - Leadership Development
 - Spiritual Formation
 - Stewardship
 - Worship
5. The ministry/project must involve racial ethnic church members in the planning, leadership, and decision-making.

NOTE

1. Priority will be given to **new** programs or **pilot** projects.
2. Multi-year projects that are funded will receive funds for only one year at a time. A new application must be submitted to request funds for succeeding years. Multi-year projects must have a plan for financial viability.
3. Maximum grant is \$15,000.
4. Funds are not provided for personnel and equipment.

Applicants are encouraged to consult with General Board of Discipleship staff for guidance in preparing the application.

If you would like to consult a GBOD staff person for advice or support in completing the application, you may contact one of the following persons:

(The toll-free number is 1-877-899-2780. Use the extensions listed below.)

- ◆ Bener Agtarap, Director, Path One, bagtarap@gbod.org, Ext. 7121
- ◆ Charles Carnahan, Treasurer, ccarnahan@gbod.org, Ext. 7032
- ◆ Sungnam Choi, Director, Korean, Asian-American, and Pacific Islanders Ministries, schoi@gbod.org, Ext. 7050
- ◆ Mary Alice Gran, Director, Children's Ministries, mgran@gbod.org, Ext. 7143
- ◆ Sandy Jackson, Director, Connectional Laity Development, sjackson@gbod.org, Ext. 7179
- ◆ Susan Ruach, Liaison for Native American Ministries, sruach@gbod.org, Ext. 7142
- ◆ Alma Perez, Editor, Spanish Acquisition, aperez@gbod.org, Ext. 7118
- ◆ Cheryl Walker, Director, African American Ministries, clwalker@gbod.org, Ext. 7167
- ◆ Jeannie Crawford-Lee, Developmental Editor, Upper Room Books, jcrawford-lee@gbod.org, Ext. 7244

RELCC Grant Application

Racial Ethnic Local Church Funding Request 2009-2012
General Board of Discipleship
The United Methodist Church
PO Box 340003, Nashville, TN 37203-0003

Postmark Due Dates for General Board of
Discipleship Applications

JULY 1 & NOVEMBER

1

Suggested Schedule for Completing Application

Deadline Dates for Mailing Application and Attachments:
July 1 or November 1

- ❑ 2-6 months prior to deadline – Solidify your plan and edit for clarity. Begin completing application, making contacts, developing budget, and preparing all other attachments.
- ❑ 4 weeks prior – Finalize proposal (including an evaluation plan based on the goals and objectives).
- ❑ 2-4 weeks prior – Submit completed application with attachments to endorsers and get endorsers' signatures.
- ❑ 1 week prior – Mail complete application with attachments and endorsements.

NOTE: Proposals postmarked AFTER the due date will be held for the next application deadline.

If the Ministry/Project IS Funded

If the ministry/project is funded, we will:

1. Notify you by April 15 (if you submitted an application for the November 1 deadline) or by November 15 (if you submitted an application for the July 1 deadline).
2. Send approved funds to your annual conference treasurer.
3. Assign a General Board of Discipleship staff person to consult with you on this project. You are urged to utilize this person in the programmatic aspects of the ministry/projects.
4. Expect you to evaluate the project and submit to the General Board of Discipleship copies of the evaluation and of any materials that may have been produced for the ministry/project.
5. Request that any findings from pilot ministries/projects that could be shared with the Church for the benefit of racial ethnic local churches be submitted to us.

If the Program/Project Is NOT Funded

6. We will notify you by mail by April 15 (if you submitted an application for the November 1 deadline) or by November 15 (if you submitted an application for the July 1 deadline).

What Happens to Your Application after It Arrives at the General Board of Discipleship?

- Upon arrival, applications are checked for completeness. If your application is incomplete, it will be returned and only accepted again for that cycle if it arrives by the due date.
- Shortly following the deadline dates, copies are made and distributed to appropriate Board members and GBOD staff for evaluation based on the criteria found on page 2 and on the availability of funds.
- GBOD Board makes final decisions related to grant funding.
- Notifications are prepared and mailed.
- Checks are requested and sent for distribution to annual conference treasurers or to other connectional treasurers.

Note: This process takes several months to complete. Do NOT expect notification until the dates listed above. Checks are processed after notification.

Postmark Due Dates for General Board of
Discipleship Applications

July 1 & November 1

Return ONLY Application pages 1-4 plus
Attachments.

Information Only

Which Agency Provides RELCC Funds for Which Purposes? Other Sources of Racial Ethnic Local Church Concerns Funding

If your project/ministry requires any of the following components or services, the General Board of Discipleship is NOT the appropriate agency for funding your request.

General Board of Global Ministries

- Ministerial salaries and salary supplements
- Church extension (facilities)
- Mortgages and rentals
- Strategy development for new congregations: research, surveying, planning, evaluation of new racial ethnic ministries
- Community development
- Mission outreach
- Town and country ministries
- Urban ministries
- Mission leadership
- Church and community workers

Contact Staff: Kelvin Sauls (212) 870-3768

General Board of Higher Education and Ministry

- Health and welfare ministries
- Ministerial identification, enlistment, recruitment, education
- Community centers and residences
- Continuing education for pastors
- Career development in church occupations
- Scholarships for racial ethnic full-time students
- Student intern programs
- Use of seminarians in local churches

Contact Staff: Cynthia Bond Hopson (615) 340-7376

General Board of Church and Society

- Outreach ministries
- Leadership development for social, economic, and political action in communities
- Racial ethnic pastor and community development
- Drug and alcohol training seminars for clergy and laypersons
- Leadership seminars on national and international affairs

Contact Staff: Neal Christie (202) 488-5611

Requests for staff positions cannot be funded through the General Board of Discipleship. Positions such as church and community worker, community worker, community developer, and full-time or part-time racial ethnic pastors are funded by another agency, primarily the General Board of Global Ministries.

Most requests for seminarians and student interns to work in the local church should be sent to the General Board of Higher Education and Ministry.



Budget Worksheet Instructions



Please complete the Worksheet on page 2 of the Application Form. This is required. The Budget Worksheet must be completed for the Application to be considered.

Note: To assist you in this process, we have included on page 6 a sample of a completed budget worksheet.

The review committee assumes that other appropriate funding sources, including congregational giving, have been explored.

Note: We do NOT fund equipment or personnel. “Equipment” includes, for example, machinery, computers, instruments, photocopiers, or other capital items. “Personnel” includes, for example, salaries, hourly wages, benefits, gifts for services, or other payment for work. We do, however, fund honoraria.

Expenses:

1. **Identify** the **program components** (staff, transportation, books or materials, etc.).
2. Any component that costs **more than \$1,000** must include an addendum or footnote explaining the various costs.
3. On this worksheet you have a **list of common project components** separated into two categories: program and administration. You may use this list as is or modify it (adding or omitting components) as needed.
4. **Remember** that the GBOD **does not fund** the purchase of equipment or any staff costs (salary, etc.).
5. **Remember** that the GBOD **maximum limit** for any application is **\$15,000**.

Income:

1. **Identify** each of your **potential income sources**.
2. This worksheet includes a **list of common income sources**. You may use this list as is or modify it (adding or omitting sources) as needed.
3. Please **indicate** which income sources will fund each program or administrative component as requested on the worksheet.

What the GBOD staff and Board review committees will look for in relationship to the budget:

- That no GBOD funds will pay for the purchase of equipment or staff-related costs.
 - That the request to GBOD is not more than \$15,000.
 - That there is a clear relationship between the request to GBOD and the appropriate program and/or administrative components.
 - That any additional supporting documentation needed to explain or clarify how the amounts were calculated has been provided.
-

Budget Worksheet

| EXPENSE | | | |
|---|------------------------|---|-----------------------------|
| Program Expense | Amount Budgeted | Amount To Be Funded By Other Sources | Amount To Be Funded By GBOD |
| Staff | \$ | \$ | Not Applicable |
| Transportation | \$ | \$ | \$ |
| Meals/snacks | \$ | \$ | \$ |
| Lodging | \$ | \$ | \$ |
| Honoraria/Leader's fees | \$ | \$ | \$ |
| Books/materials | \$ | \$ | \$ |
| Supplies | \$ | \$ | \$ |
| Publicity/promotion | \$ | \$ | \$ |
| Multimedia Resources | \$ | \$ | \$ |
| Activities | \$ | \$ | \$ |
| Scholarships | \$ | \$ | \$ |
| Equipment | \$ | \$ | Not Applicable |
| Other (please list below) | \$ | \$ | \$ |
| Program subtotal | \$ | \$ | \$ |
| Administrative Expense | | | |
| Staff | \$ | \$ | Not Applicable |
| Facility rental | \$ | \$ | \$ |
| Custodian | \$ | \$ | Not Applicable |
| Utilities | \$ | \$ | \$ |
| Licenses & permits | \$ | \$ | \$ |
| Insurance | \$ | \$ | \$ |
| Supplies | \$ | \$ | \$ |
| Telephone | \$ | \$ | \$ |
| Printing | \$ | \$ | \$ |
| Postage | \$ | \$ | \$ |
| Other (please list below) | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| Administrative Subtotal | \$ | \$ | \$ |
| GRAND TOTALS: | \$ | \$ | \$ |
| INCOME | | | |
| Income Sources | Amount To Be Requested | Relates To Which Program Or Administration Component(s) | |
| Congregational giving | \$ | | |
| GBOD | \$ | | |
| Other UM agencies: Indicate which one(s): list separately. | \$ | | |
| Registration Fees | \$ | | |
| Other Fees | \$ | | |
| Other sources (civic, religious): List each one separately. | \$ | | |
| GRAND TOTAL | \$ | | |

Application Form

1 Ministry/Project Title:

2 Name of Ministry/Project Applicant/Sponsor:

3 Complete Mailing Address, Email, and Website (if applicable) of Applicant(s):

4 Name & Contact of Person completing Application:

Name with title:

Email and phone (if different from #2 above):

5 Description of Applicant Group:

Racial Ethnic Group Served:

- Asian
- African American
- Hispanic/Latino
- Native American
- Multi-Ethnic
- Pacific Islander
- Other Racial Ethnic Group: _____

For Office Use Only

Log Number: _____

Board Action Date: _____

Amount approved: _____

#: _____

Not approved: _____

6 Leadership Group:

Who are the leaders of the ministry/project? What are their special roles or qualifications? A majority of those who make the policy and program decisions should be racial ethnic persons. It is important to include in the planning and leadership roles some of the persons who will be served by this project. Members of this group also need to be on the evaluation team.

List the persons in your leadership group, noting their involvement and their racial ethnic background.

1. Ministry/Project Director with title:

Name: _____

Address: _____

Email and Phone: _____

Title/Position: _____

Racial Ethnic Group: _____

2.

Name: _____

Address: _____

Email and Phone: _____

Title/Position: _____

Racial Ethnic Group: _____

3.

Name: _____

Address: _____

Email and Phone: _____

Title/Position: _____

Racial Ethnic Group: _____

4.

Name: _____

Address: _____

Email and Phone: _____

Title/Position: _____

Racial Ethnic Group: _____

5.

Name: _____

Address: _____

Email and Phone: _____

Title/Position: _____

Racial Ethnic Group: _____

7 - Budget Worksheet

| EXPENSE | | | |
|--------------------------------|-----------------|--------------------------------------|-----------------------------|
| Program Expense | Amount Budgeted | Amount To Be Funded By Other Sources | Amount To Be Funded By GBOD |
| Staff | \$ | \$ | Not Applicable |
| Transportation | \$ | \$ | \$ |
| Meals/snacks | \$ | \$ | \$ |
| Lodging | \$ | \$ | \$ |
| Honoraria/Leader's fees | \$ | \$ | \$ |
| Books/materials | \$ | \$ | \$ |
| Supplies | \$ | \$ | \$ |
| Publicity/promotion | \$ | \$ | \$ |
| Multimedia Resources | \$ | \$ | \$ |
| Activities | \$ | \$ | \$ |
| Scholarships | \$ | \$ | \$ |
| Equipment | \$ | \$ | Not Applicable |
| Other (please list below) | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| Program subtotal | \$ | \$ | \$ |
| Administrative Expense | | | |
| Staff | \$ | \$ | Not Applicable |
| Facility rental | \$ | \$ | \$ |
| Custodian | \$ | \$ | Not Applicable |
| Utilities | \$ | \$ | \$ |
| Licenses & permits | \$ | \$ | \$ |
| Insurance | \$ | \$ | \$ |
| Supplies | \$ | \$ | \$ |
| Telephone | \$ | \$ | \$ |
| Printing | \$ | \$ | \$ |
| Postage | \$ | \$ | \$ |
| Other (please list below) | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| Administrative Subtotal | \$ | \$ | \$ |
| GRAND TOTALS: | \$ | \$ | \$ |

| INCOME | | |
|---|------------------------|---|
| Income Sources | Amount To Be Requested | Relates To Which Program Or Administration Component(s) |
| Congregational giving | \$ | |
| GBOD | \$ | |
| Other UM agencies: List each separately. | \$ | |
| | \$ | |
| | \$ | |
| Registration Fees | \$ | |
| Other Fees | \$ | |
| Other sources (civic, religious): List each one separately. | \$ | |
| | \$ | |
| | \$ | |
| GRAND TOTAL | \$ | |

* For additional information, please attach a separate sheet.

8 – Endorsements

Endorsements provide the General Board of Discipleship with verifiable evidence that the proposed ministry/project is valuable to the population for which it is designed.

Endorsements mean that the various administrative bodies and individuals at the different levels of The United Methodist Church have helped design the ministry/project, or at least have reviewed it, and agree that it is needed to equip and prepare racial ethnic minority local churches for witness and mission to the world.

*Endorsement signatures are **required** before the application can be sent to the General Board of Discipleship RELCC Office.*

Endorsements mean that the signer has reviewed this proposal and supports this ministry/project.

For a local church sponsored ministry/project:

Sponsoring Local Church Pastor Signature & Date

District Superintendent Signature & Date

Conference Connectional Ministries Director (or equivalent) Signature & Date

For a ministry/project sponsored by a group within the connectional system, please obtain the signatures of the appropriate persons as suggested below and indicate their titles:

Signature, Title, and Date

Signature, Title, and Date

Signature, Title, and Date

Districts

- District Superintendent
- Conference Connectional Ministries Director

Conferences

- Connectional Ministries Director
- Conference RELCC Committee Chairperson

Jurisdictions

- Jurisdictional Connectional Ministries Chairperson (or equivalent)
- Jurisdictional RELCC Committee Chairperson (or equivalent)
- Racial Ethnic Caucuses Chairperson

Ecumenical/Community

- Ministry/Program Director/Pastor
- RELCC Committee Chairperson – Indicate which one: conference, district, jurisdictional

Caucuses

Grant received from the five official Racial/Ethnic caucuses of the United Methodist Church are endorsed by the appropriate signatures in the following matter:

1. Black Methodists for Church Renewal, Inc
 - Local/Annual Caucus – **endorsed** by Jurisdictional Chairperson
 - Jurisdictional Caucus – **endorsed** by Executive Director or Chair of the Board-National level
 - National Caucus – **endorsed** by Chair of the Board of Directors
2. Methodists Associated to Represent Hispanic Americans
 - All grant request need to be endorsed by the Executive Director or Board Chairperson
3. Native American International Caucus
 - All grant request need to be **endorsed** by the Executive Director or Board Chairperson
4. National Federation of Asian American United Methodists
 - Grants for the following sub-caucuses **shall notify** the Executive Director or Board Chairperson when grants are approved by GBOD.
 - The Cambodian National Caucus of the UMC
 - National Chinese Caucus of the UMC
 - National Association of Filipino Americans United Methodists
 - Formosan Caucus of the UMC
 - Association of Hmong UM Churches
 - National Japanese American UM Caucus
 - National Association of Korean American UM Churches
 - Lao National Caucus of the UMC
 - Southern Asian National Caucus of the UMC
 - Vietnamese National Caucus of the UMC
5. Pacific Islanders National Caucus United Methodist
 - Grants for the following sub-caucus groups need to be **endorsed** by the Executive Director or Board Chairperson: (additional sub groups are being reactivated, list below are current and in good standing)
 - Tongans
 - Samoans
 - Fijians

9 – Notification Form

The following persons are to be notified of the status of this funding request:

Project Title: _____

1. Project Director: _____

Address: _____

Email: _____

Daytime Phone: () _____

2. Bishop: _____

Address: _____

Email: _____

Daytime Phone: () _____

3. Conference Connectional Ministries Director:

Annual Conference: _____

Address: _____

Email: _____

Daytime Phone: () _____

4. District Superintendent: _____

District: _____

Address: _____

Email: _____

Daytime Phone: () _____

5. Conference RELCC Committee Chairperson:

Address: _____

Email: _____

Daytime Phone: () _____

6. Conference RELCC Staff Person:

Address: _____

Email: _____

Daytime Phone: () _____

7. Conference BOD Chairperson:

Address: _____

Email: _____

Daytime Phone: () _____

8. Elected GBOD Board Member:

Address: _____

Email: _____

Daytime Phone: () _____

9. Conference Treasurer (to whom check is to be sent):

Name & Title: _____

Address: _____

Email: _____

Daytime Phone: () _____

10. Other: Name & Title: _____

Address: _____

Email: _____

Daytime Phone: () _____

10 – The Attachments

The five parts (A-E) of this question should be addressed on separate sheet(s) of paper and must be submitted with the Application Form.

A. Issues/Needs Statement

As specifically as possible, describe the issues/needs you want to address.

The following questions will help to guide your response.

- What are the issues or needs of the group requesting these funds?
- Have the persons who will benefit from this project been involved in the decisions about the issues and needs?
- Who is most affected by this issue/need?
- What solutions have you already attempted in order to meet the issue/need? What were the results?

B. Description of the Ministry/Project

What are you going to do to address the needs? Describe clearly and briefly the ministry or project for which the grant is being requested.

C. Ministry/Project Objectives

What is to be accomplished through this ministry/project? What are the desired outcomes? Please provide a list of the primary objectives or goals that are measurable and can be used for **evaluation and as criteria for success**.

D. Meeting the Objectives of the Ministry/Project

Describe the steps to be taken to achieve the desired objectives of this ministry/project.

1. Who are the beneficiaries?
2. Who is providing leadership?
3. When and where are you going to implement the ministry/project?
4. Is this a new ministry/project, or is it the expansion or redirection of an existing ministry/project?
5. What exactly will be done to meet the objectives?
6. If this is a multi-year project, please describe the plan for financial viability.

E. Evaluation Plan

Evaluation provides information about what a ministry/project looks like in operation, as well as the results it is achieving. How will evaluation occur for this ministry/project?

1. Who will handle the evaluation?
2. What methods will be used?
3. How will you know you have accomplished your goals and to what degree?
4. Describe how the annual conference or other UM organizational group will be involved in the evaluation.

Measuring progress and guiding future plans through evaluation takes careful, thoughtful work. Your district superintendent, Conference Connectional Ministries Director, and/or Conference RELCC Committee Chairperson can help with the evaluation process.

The General Board of Discipleship requires a written evaluation for the ministry/project. Evaluation must be mailed within 3 months after the event unless the event is a program that lasts longer than 3 months. In that case the evaluation should be done at the end of the program but not longer than 1 year after it begins.

Instructions for Shipping

Please mail prior to deadline (July 1 or November 1 postmarked). Applications postmarked after the deadline date will be held for the next cycle of applications.

Mail completed Application Form with Attachments to:

Sungnam Choi
Racial Ethnic Local Church Concerns Office
General Board of Discipleship
PO Box 340003
Nashville, TN 37203-0003

