



WEST MICHIGAN CONFERENCE FUNDING 2013

This application form and timeline have been developed for all churches and ministries seeking funding from the budget of the West Michigan Conference. Please use the attached form and submit it to both your district office and the Conference Center **no later than September 9, 2011**, in order to be considered for the 2013 budget.

The same form is to be used for requests for funding from your District, the Conference Board of Global Ministries, and Racial Ethnic Local Church. You need to submit only one form for these groups.

GLOSSARY OF TERMS

General Church Agency is any agency of our denomination or one to which our denomination relates, that is beyond our own Conference, such as General Board of Global Ministries (New York), General Commission on Religion & Race (Washington, DC), or General Board of Church & Society (Washington, DC).

Conference Agencies would be those agencies within the confines of our own Conference. Examples would be the West Michigan Conference Board of Global Ministries (CBGM), or the Conference Racial/Ethnic Local Church Committee (RELC).

Metro/Rural Ministry Unions are organizations of United Methodist churches in certain cities or areas which have banded together to provide funds for mission ministries in the area. There are such programs in Muskegon, Lansing, and Grand Rapids.

District Boards of Mission. Each of our six Districts has a structure which administers District apportionments which support mission ministries on the District.

Local Churches. In some cases, local churches (both United Methodist and of other denominations) will donate directly to projects.

Advance Specials. These are donations given by local churches through the Conference Treasurer's Office to projects that have been officially declared Conference Advance Specials by Annual Conference legislation.

Foundations and Associations. These would be community foundations that make grants to projects such as the United Way, the Kellogg Foundation and others.

Individual Donations, Fund Raisers, and Program Income. This would be income from individuals who give directly to the project, fund raisers done to benefit the project, and fees charged to clients for services rendered.

Instructions for Routing The Unified Application for 2013 Funding From District Boards of Mission and West Michigan Conference Council on Ministries agencies.

To Pastors/Director of Agencies: The application process begins with you. It should be:

1. filled out completely;
2. narrative and have budget information attached;
3. signed by Pastor/Director;
4. signed by Chair of the S/PPRC Committee or agency's board;
5. forwarded to your **District Office** so that it arrives no later than September 9.
6. A copy should be sent to Valerie Mossman-Celestin no later than September 9.

To District Superintendents: The application process continues with you. It should be:

1. reviewed to see that it is complete and so that you are familiar with requests;
2. signed by you;

A copy should be forwarded to the Chair of your District Board of Missions so that it arrives in time for their October meeting.

To Chairs of the District Boards: The process continues with your board. It should be:

1. reviewed to see that it is complete;
2. evaluated as to determine the amount of District funding it will receive for the year in question.
3. The amount should be noted on the back page of the application.
4. If no money is granted, an explanation should be noted on page three of the application.
5. It should be forwarded to the Conference Director's Office so it arrives no later than October 14.

Please make use of the Conference Board of Global Ministries Block Grant Application to request CBGM funding to supplement District resources. This application is due by October 14, 2011.

To the Conference Staff/Board or Agency:

The application should:

1. be reviewed by appropriate Conference Staff to see that it is complete; forward it to Conference Board or Agency Chair;
2. be evaluated and the amount of funding determined;
3. have the amount of funding noted on page three.
4. If no funding is granted, the reason should be stated on page three of the application.
5. The amount of funding should be recommended to the Conference Director no later than November 11. Confirmation of the amount will be made after Annual Conference.
6. Acted-upon applications should be returned to Conference where they will be kept on file.

Questions concerning any portion of this application process should be directed to Valerie Mossman-Celestin, valeriem@wmcumc.org, 1-888-217-1905.

**West Michigan Conference
2013 Annual Unified Application for Funding
from District Board of Missions
Conference Board of Global Ministries
Racial/Ethnic Local Church Committee**

For Office Use Only
Final Amount Approved _____
from Account # _____
Date of Distribution: _____

1. Agency _____
2. Address _____
3. Program Title (if applicable) _____
4. Mailing Address _____

5. Phone Number (_____) _____
6. District _____
7. Director _____
The Director is: full time; 3/4 time; 1/2 time; 1/4 time
8. Responsible Contact Person _____ Phone (_____) _____
9. Are there paid personnel other than the Director? Yes; No; If yes, how many? _____
10. Total amount of anticipated 2013 budget to be used in the following ways:
\$ _____ Salary/pension compensation of the director;
\$ _____ Salary/pension compensation of other staff (number of staff _____);
\$ _____ Program (materials, equipment, program development);
\$ _____ Administrative/Operating expenses (office expenses, utilities, etc.);
\$ _____ Capital (building improvements, renovations);
\$ _____ Total (must equal 2013 total in #12.)
11. Narrative. On separate sheets of paper, please provide a one- to two-page narrative summary that explains:
 - (1) How you anticipate the ministry will address one or more of the following:
 - a. Developing principled Christian leaders
 - b. Creating new places for new faces and/or transforming a existing congregation
 - c. Being in ministry with the poor
 - d. Improving global health;
 - (2) How you will measure said outcomes;
 - (3) The needs/problems to be addressed by the project for which you seek funding;
 - (4) Your agency's history, mission and goals;
 - (5) Other partners who are in the project, and what their roles are;
 - (6) Long-term strategies for funding this ministry or project at the end of the grant period.
 - (7) **Unless this is your first application for funding, please provide information assessing your success or failure in realizing the outcomes that were projected in your previous application.**
12. Budget Information
 - A. Please include a copy of your present year-to-date budget, and last year's ending budget report. If your account resides with the West Michigan Conference Central Treasury, please include the year-end Treasurer's Report.
 - B. Please complete the Income Budget chart on the reverse side indicating past, current, and anticipated income budget. **(Please refer to enclosed glossary for definition of terms).**
 - C. Please provide evidence that you have obtained independent verification of the accuracy of your financial statement for the most recently completed fiscal year. **"An independent verification of the accuracy of your financial statement" is, minimally, a statement of audit from someone outside the organizational employ or board of directors. Auditing statements can be found at www.GCFA.org. Conference-held accounts are audited. When programs exist within the financial structure of a local church, annual church audit is sufficient.**
 - D. **If your agency's director is paid, please provide evidence that he/she has received a favorable evaluation for the most recently completed fiscal year.**

Income Budget

Source/Year	2010 Received	2011 Expected	2012 Expected	2013 Requested
District Board of Missions				
Conference Agency (identify)				
General Church (identify)				
Local Ministry Union				
Local Churches				
Advance Specials				
Foundations & Associations (identify)				
Individual Donations/ Fund Raisers/ Program Income				
Other Sources of Income (specify)				
TOTALS				

13. Signatures

For Local Church/Agency Only

Director/Pastor _____

Date _____; Phone (_____) _____

S/PPRC Chair or President of Local Board _____

Date _____; Phone (_____) _____

For District Office Only

District Superintendent _____

Date _____; Phone (_____) _____

Chair of District Board of Missions _____

Date _____; Phone (_____) _____

District amount granted \$ _____, District block grant amount granted \$ _____

or, reasons no money was granted _____

For Conference Board Chair

Amount granted \$ _____, or, reasons no money was granted _____

Board Chair _____

For Conference Office Only

Conference Director _____

Date _____; Phone (_____) _____