The United Methodist Development Fund of Tennessee/Kentucky, Inc.

Grant Guidelines and Application Packet

for

**Building and Renovation Projects**

in the

Tennessee/Western Kentucky Annual Conference

**For additional information contact:**

**Philip D. Jamieson, President UMDF of TN/KY, Inc.**

**304 South Perimeter Park Drive, Nashville, TN 37211**

**Email:** [**phil.jamieson@umfmtc.org**](mailto:phil.jamieson@umfmtc.org)

# The Criteria

1. The 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*.
2. Grants are made to United Methodist churches and affiliated organizations in the Tennessee/Western Kentucky Annual Conference.
3. Grants are awarded only as matching grants up to 25% of total project cost or $10,000 (whichever is lowest). Grant funds are not disbursed until the church or agency has the match for the grant available for use.
4. Grants are non-renewable
5. Funds are not granted for budget deficit reduction or debt retirement.
6. Primary consideration will be given to those who have monies invested in either the Development Fund or the Foundation for the Memphis and Tennessee Annual Conferences. This criterion is established in order to insure the ongoing capacity for offering grants.
7. The Development Fund Grant Committee meets four times per year. Due dates for grant applications are generally four weeks prior to a Grant Committee meeting to give sufficient time to consider grant proposals and, if necessary, work with the applicant to gather additional information to maximize the possibility of a positive outcome.

# When Your Application is Complete

Mail completed application (pages 4-5 of this document, including attachments) to:

## Philip D. Jamieson, President

United Methodist Development Fund of TNKY, Inc.

304 South Perimeter Park Drive, Nashville, TN 37211

Email: [phil.jamieson@umfmtc.org](mailto:phil.jamieson@umfmtc.org)

## Grant Application Approval

If your grant application is approved and funded, the church or agency will:

1. Be notified by mail (email and/or phone call) no later than two weeks following the approval of your application.
2. Be asked to sign and return a Grant Acceptance Agreement.
3. Ensure the church or agency’s match for the grant is in hand prior to returning the Grant Acceptance Agreement.
4. Receive a check for the full amount of the grant (unless other specific details are indicated upon grant approval).
5. Be asked to evaluate the project within 12 months of receiving the grant award. This evaluation shall include photos of the building addition/improvement.

**2021-22 UM Development Fund Grant Application**

1. **Date of application:**

**(**Quarterly application due dates: *Feb. 20, Apr. 23, Aug. 20, and Nov. 12)*

1. **Church or group or agency applying:**
2. **Address of church or agency:**

**City: State: Zip:**

1. **Primary contact person:**
2. **Contact’s phone #: e-mail address:**
3. **Pastor’s name (if different from contact)**
4. **Pastor’s phone #: e-mail address:**
5. **Attachments**
   1. **Issues/needs statement**

Describe the issues/needs you want to address.

* 1. **Budget**

Provide a complete income and expense budget. Attach contractor bids, drawings, pictures, and a fundraising plan for matching funds not in hand.

1. **Description of your congregation by membership and attendance:**

Number of members Average worship attendance

1. **Description of your congregation by location:**

|  |  |  |
| --- | --- | --- |
| Urban/city Suburban |  |  |
| Town/village Rural |  |  |
| **13. Total cost of project for which you are applying:** |  | $ |
| **14. Matching amount from the church or other funds:** | Minus | $ |
| **15. Grant amount for which you are applying:** | Equals | $ |
| **16. Do you currently have an account with either the UM Foundation or the Development Fund?** | ----Yes ----No |  |

1. **Endorsement signatures: *signatures are required before application can be processed***

*Primary contact’s signature Date*

*Pastor’s signature (or chairperson for non-local churches) Date Tennessee Conference district:*

*District superintendent’s signature (or CCOCM director’s signature) Date*

**For office use:**

**Date application received: Action and date by Grants Committee:**