

Windcrest United Methodist Church
Foundation
Request for Funds

Request for Funds from the Foundation Board should provide sufficient information for the Board to make an informed decision. Broad statements and generalities are not normally sufficient. Please include the following information as attachments to your request in adequate detail. This will enable the Board to understand what is being requested, how it relates to the mission and maintenance of the Church and the guidelines for grants from the Foundation.

1. Explain your plan or vision which prompted this Request for Funds in sufficient detail that we may understand what you are trying to accomplish and how realistic you are in developing and implementing your plan.
2. Do you foresee any problems associated with your plan such as a shortage of volunteers, space requirements, transportation shortage or conflict with other activities? If so, how do you plan to overcome the problems?
3. Is there any other money available for this project from other sources in the Church? Have you requested such funds or checked their availability in the Church budget?
4. Number of people to be serviced by the Request and their relationship to the Church.
5. Mileage, rooms, meals, study material, means of transportation and other related information if this involves an event away from the Church campus.
6. If item(s) are to be purchased, include the cost per item, description of the item, where it will be purchased and any information available on competitive pricing or discounts available that you have researched. Have other stores or merchants been contacted for price comparison?
7. A request for funds must include at least three (3) bids for the items requested unless the project will be done in-house. All three (3) bids must be for the item requested.
8. Does the Church have like items available that can be used instead? If so, what and where are they and what, if any, would be the problem using the Church items?
9. Where will the requested item(s) be utilized and, if appropriate, stored?
10. Will the requested item(s) be available for use by other Church functions?
11. How often will the requested item(s) be used and by whom?

4/20/2018

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The Foundation requests that you furnish the following information with your request for funds. We will not proceed with processing your request without the fully completed request including signatures and other requested documents.

Amount Requested: \$

Today's Date:

Contact Person:

Daytime Phone:

Email:

Cell Phone:

Address: _____

Description of Mission or Ministry Request:

Explain how the grant would further the purpose of mission or maintenance of the WUMC:

Have you received Foundation grants in the last 12 months? Yes No

Foundation funds granted will be released at the time that the expense obligation occurs. These expenses must be spent within the 12 month period after which the grant is approved. If partial funding is granted, it will be up to the recipient to raise the remainder of the funds necessary to complete the project within the 12 month period. Partial funding will not be released until the remainder of the total funding is made available. If the project for which the grant was intended is not completed during the 12-month period, the Foundation may request the granted funds be returned to the Foundations.

Signatures: Church Administrator:

Senior Pastor:

Trustees:

Finance Committee:

"Our mission is to make disciples for the Lord Jesus Christ, enabling the church to further God's ministry by building bridges and tearing down walls."

For Foundation Use: Approved? _____ Yes _____ No _____