

Windcrest United Methodist Church Foundation

Request for Funds Guidelines

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 as attachments to your request the following information with adequate detail. This will enable the Board to understand what is being requested, how it relates to the mission 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?
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 elsewhere that you have researched. Have other stores or merchants been contacted for price comparison? Name of stores with like items available.
7. 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 with using the Church items?
8. Where will the purchased item(s) be utilized and, if appropriate, stored?
9. Will the purchased item(s) be available for use by other Church functions?
10. How often will the purchased item(s) be used and by whom?
11. All funds obtained through this request must be expended within ninety (90) days of being approved.

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The Foundation stipulates that Grant Recipients will be required to write an article for *The Communicator* to acknowledge the Foundation and to explain how the grant was used. Recipients should also be available for an oral testimonial to acknowledge the Foundation and use of the grant.

Amount Requested: \$ _____ Today's Date: _____

Requesting Contact Person: _____

Daytime Phone: _____ Cell Phone: _____

Email: _____

Address: _____

Description of Mission or Ministry Request: _____

Explain how the grant would further the goals or mission of WUMC: _____

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

Signature: _____

“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.”

Foundation Board Contact Person: _____

For Foundation Use: Approved? Yes No Date: _____