

Instructions for: Grant Request Form-New Ministries

Western District Church Extension Society The United Methodist Church Oregon-Idaho Conference

The Grant Request Form for *New Ministries* is to be filled out completely and accurately. Be specific in your answers but when information is unknown please state when it may be available. If necessary, use additional paper and attach to the form.

1. Definition of the need: document and give complete details related to the scope of the new ministry or project. Please include a description of how the project will enhance or help your overall ministry.
2. Provide a cost estimate for the project. Indicate possible suppliers or vendors on the form in the space provided. 3 Estimates/Bids are requested.
3. Prepare and submit a budget or financial plan for the project or activity. Include the following in the spaces provided:
 - a. What is the amount the local church will provide for the project? Are these funds currently available?
 - b. Have requests been provided from sources beyond the Western District Church Extension Society? State the amount of the request and the source.
 - c. Indicate the amount you are requesting from the Western District Church Extension Society. See below for *Limits and Guidelines*.
4. Indicate the time frame for the project or activity. If approved, when will the funds from the Western District Church Extension Society be needed?
5. The grant request is to be signed by:
 - a. Chair of the committee originating the project or request.
 - b. Chair of the Administrative Board.
 - c. Pastor

Send the completed request including all attachments to:

Rev. Joyce Sluss
WDCES Project Manager - *New Ministries*
Woodburn UMC
700 North Cascade Drive
Woodburn, OR 97071

E-Mail: themom123@aol.com
Phone: (503) 694-1408

With a copy to:

Western District Office
The United Methodist Church
680 State Street, Suite 200
Salem, OR 97301

Email: office@westerndistrictumc.org
Phone: (503) 581-3969

Limits and Guidelines on Grants for *New Ministries* by the WDCES: *The amount of funds available, for Grant requests from the WDCES may be limited. The following established Limits & Guidelines have been established by the WDCES Board of Directors for New Ministries: Grants - As needed up to a maximum of \$500.*

Grant Request Form-New Ministries

**Western District Church Extension Society
The United Methodist Church
Oregon-Idaho Conference**

1. Date of Request: _____
2. Describe or define the need; Share how will this project enhance or help your overall ministry.

3. Estimated Cost for the project.

4. Suppliers or Vendors (attach 3 Estimates/Bids to this form):

5. Financial plan for the project or activity:
 - a. Total amount required for the project: _____
 - b. Amount to be provided by the local church: _____
Are these funds currently available? _____ If no, date when available: _____
 - c. Amount requested from other sources (beyond the WDCES): _____
 - d. Amount you are requesting from the WDCES: _____
6. Project time-line. When are the funds from the WDCES needed?

7. Sign and date the request:

Chair of the committee originating the project or request	Date
Chair of the administrative board	Date
Pastor	Date

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If your request is approved, you are invited and requested to make a presentation about your project at the Western District Church Extension Society annual meeting.