

Instructions for Grant/Loan Request Form-(Building Project)

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

The Grant and Loan Request Form for *Building Projects* 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 project. Please include a description of how the project will enhance or help your ministry.
2. Secure three written bids, where applicable, for the work and materials. Indicate the vendor or contractors on the form in the space provided. Attach the bids to the completed form.
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* on Grants and Loans.
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/loan 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:

Steve Long (951) 347-8126
Project Manager
1320 SW 2nd
McMinnville, OR 97128
stephen.w.long0110@gmail.com

With a copy to:

Western District Office (503) 581-3969
The United Methodist Church
680 State Street, Suite 200
Salem, OR 97301
office@westerndistrictumc.org

Limits and Guidelines on Grants and Loans by the WDCES: *The amount of funds available, for both Grant and Loan requests from the WDCES may be limited. In keeping with the scriptures, loans are provided at no interest to fellow Brethren with a repayment schedule agreed upon at the time of the loan.*

The following established Limits & Guidelines have been established by the WDCES Board of Directors:

Building projects: Under \$500 – the full amount of the request (Grants and Loans); Over \$500: Grants - \$500 plus 10% of project cost over \$500 up to a maximum total of \$3,000, Loans: 20% of project cost up to a maximum of \$5,000. **New Ministries:** Grants -As needed up to a maximum of \$500, Loans – Available up to a maximum of \$1,500.

Grant and Loan Request Form-Building Projects

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

1. Describe or define the need; Share how will this project enhance or help your ministry:

2. Vendor or Contractors (attach bids to this form):

Bid #1 _____

Bid #2 _____

Bid #3 _____

3. Financial plan for the project or activity:

a. Amount to be provided by the local church: _____

Are these funds currently available? _____ If no, date when available: _____

b. Amount requested from other sources (beyond the WDCES): _____

c. Amount you are requesting from the Western District Church Extension Society:

Grant: _____ Loan: _____

4. Project time-line. When are the funds from the WDCES needed?

5. Sign and date the request:

Chair of the committee originating the project or request _____ Date

Chair of the administrative board _____ Date

Pastor _____ Date

Send the completed request to:

Steve Long (951) 347-8126
Project Manager
1320 SW 2nd .
McMinnville, OR 97128
stephen.w.long0110@gmail.com

With a copy to:

Western District Office (503) 581-3969
The United Methodist Church
680 State Street, Suite 200
Salem, OR 97301
office@westerndistrictumc.org

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.