

**UNITED METHODIST
LIVING INTO THE FUTURE FOUNDATION
(UM-LITFF)**

GRANT APPLICATION PACKET

This packet includes two Brochures, Grant Application,
Grant Guidelines and Evaluation Form



MISSION STATEMENT

The United Methodist – Living Into The Future Foundation is a 501(c)3 public social service organization providing funds for programs and individuals in the development and nurture of leaders and community services which promote the well-being of people so that all may experience God’s life-giving love.

GUIDELINES

Dear Grant Seeker:

The Board of Directors of the United Methodist-Living Into The Future Foundation (UM-LITFF) invites you to submit a grant application. The application is located on pages 6, 7 and 8 of this application packet. Please read the entire packet before completing the application.

The UM-LITFF offers the following categories of grants:

1) Leadership Individual Grants

- 1 per calendar year
- Not to exceed \$500
- leadership training and development
- can be for clergy and/or laity

2) Seed Grant

- For new initiatives, new projects, new ministry
- not to exceed \$1,000

3) Sustaining Grant

- For established projects, ministries, initiatives
- not to exceed \$5,000

4) Emergency Grant

- For shortfall of funding
- not to exceed \$7,500

Please indicate on page 7 of this application packet which grant category you are seeking from the list above.

GUIDELINES FOR ORGANIZATION APPLICATION SUBMISSION

If you are an organization submitting a grant application for a program, your application must include: **a complete proposal for PROGRAMS consisting of the following:**

I. PROPOSAL

A. Grant Application (Pages 6, 7, and 8 of this application packet)

Completed on form provided. Please make sure writing is legible, all questions answered and all the required signatures are secured.

B. No More than a Two-Page Grant Proposal including:

1. Mission and history of organization
2. Need or problem statement
3. Current programs and accomplishments
4. Description of program for which you seek funding. Explain the project including primary purpose and the need or problem that you are seeking to address
5. Strategies that you will employ to implement your project
6. Strategies that you will implement to provide on-going/future funding of your project if it is an ongoing project

C. One-page Project Budget

Please see categories listed on application form for appropriate levels of funds available and also indicate below category of UM-LITFF funding you are seeking.

Project Budget should include an income/expense budget with anticipated and current sources of funds, and detailed expenses.

D. If applicant is not a United Methodist Church, include a copy of your most recent IRS Letter affirming 501(c)3 Status.

E. Evaluation Form and Pictures

A one-page Evaluation Form is included with this application. Each grantee is required to complete the Evaluation Form and submit within three months following the receipt of a grant award check or within three months of the initial phase of your project.

The Evaluation Form assists UM-LITFF with documenting and tracking whether we are meeting our goals, mission and vision through the distribution of our grants. Please submit pictures. Permission to take and use pictures must be secured by the grantee. No future grants will be awarded without the submission of an Evaluation Form.

GUIDELINES FOR *INDIVIDUAL* APPLICATION SUBMISSION

If you are an individual submitting a grant application, your package must include:

A. Grant Application

Completed on form provided. Please make sure writing is legible and all the required questions are answered and signatures are secured.

B. Evaluation Form and Pictures

A one-page Evaluation Form is included with this application. The Evaluation Form must be completed and submitted within three months following the receipt of a grant award check or within three months of the initial phase of your project.

The Evaluation Form assists UM-LITFF with documenting and tracking whether we are meeting our goals, mission and vision through the distribution of our grants. Please submit pictures. Permission to take and use pictures must be secured by the grantee. *No future grants will be awarded without the submission of an Evaluation Form.*

SUBMISSION

Completed applications and supporting documents are to be emailed to: litff@calpacumc.org by the first business day of the month. Applications and supporting documents may also be hand-delivered or sent through U.S. Postal Mail to the West District Office, 1225 W. 190th Street, Gardena, CA 90248. *The Grant Committee meets the second Tuesday of each month. You will receive notification of the committee's decision within three weeks following the monthly meeting.* All questions may be addressed to the same email or you may call the district office from 10:00 am - 3:00 pm Monday through Thursday. The phone number is (562) 429-1441.

RESOURCES OF FUNDING

Read below the descriptions of the Foundation's various funding resources. Determine which fund your grant request qualifies for and indicate on the grant application where requested.

St. Mark UMC (91/5) Legacy Fund

This is a fund available to the churches within the 91/5 Mission Area and multi-cultural specific ministries. The funds are derived from the sale of the former St. Mark's UMC Anaheim. These funds are for multi-cultural focused ministries. The yearly amount is 5% of the principal balance as of December 31. (Principal is held with West District Union).

South Los Angeles Mission Fund

This is a fund available to the churches within the South Los Angeles Mission Area. These funds are derived from the sale of the former Vermont Square UMC. The funds are for focused ministries within this area. The yearly amount is 5% of the principal balance as of December 31. (Principal is held with the West District Union).

Pacific Island Ministry Fund – (West District Funds)

This is a fund available to the churches identified as or having Pacific Island ministries in the West District. These funds were 10% of the West District Union share of the proceeds from the sale of Tolutasi UMC. The principal of the Totutasi UMC sale is held with the California-Pacific Conference treasurer under the direction of the Cabinet.

Matching Grant Fund (Designated)

This is a fund available to employees who are able to designate from their payroll contributions to a specific non-profit program via the 501(c)3 status of United-Methodist Living Into The Future Foundation.

Loaves and Fishes Fund (Food Pantry Programs)

This is a fund available to the food pantries in the West District. These funds were initially donated by the West District Union. These funds are distributed in consultation with the Urban Ministries Committee Loaves and Fishes.

Unrestricted Fund

This fund is primarily supported by the Foundation's investment portfolio. Five (5%) annually of the principal funds go toward the administrative operations of the Foundation and grants awarded by the Foundation. Grant distributions that do not fall under the funds listed above, are supported by this fund. A percentage from the sale of designated church properties also supports this fund.

UNITED METHODIST - LIVING INTO THE FUTURE FOUNDATION (LITFF)

GRANT APPLICATION

(Please read GRANT APPLICATION GUIDELINES prior to completing application)

Name of Organization/Program/Individual/Church:

Address

Key Contact & Title

Telephone

Fax:

E-mail address

Website

Facebook

E-mail address (Pastor/Church)

Purpose of Grant – Describe briefly how you plan to use the grant. Attach to this application any documents that detail your purpose (receipts, agenda, itinerary, program/workshop descriptions, mission, vision, goals).

Indicate which Grant Category you are seeding funding for (May receive no more than 1 grant per fiscal year)

Leadership Individual Grant (up to \$500)

Seed Grant (up to \$1,000) Sustaining Grant (up to \$5,000) Emergency Grant (up to \$7,500)

Total Budget for this Project \$ _____ Amount Requested from UM-LITFF \$ _____

Time period (dates) in which project is to be completed

Have you received a UM-LITFF Grant in the past? If yes, what year(s)?

Check below the UM-LITFF grant fund from which you are seeking funding. Please refer to Grant Application Guidelines for description of funds.

St. Mark UMC (91/5) Legacy Fund

Matching Grant Fund

South LA Mission Fund

Loaves and Fishes

Pacific Island Ministry Fund

Unrestricted Fund

Indicate the Mission Area of the United Methodist Church - West District that your project is located in:

710 Corridor 101-LA Mid-City LA El Tordondo 91/5

WCWT Downtown LA PCH LAX-105

Long Beach South LA LAX-405 605 Corridor

PLEASE REVIEW GRANT APPLICATION GUIDELINES INCLUDED WITH THIS APPLICATION PRIOR TO SIGNING CERTIFICATION AND AGREEMENT ON PAGE 8. FAILURE TO COMPLY WITH GUIDELINES OR INCOMPLETE APPLICATIONS WILL EXPERIENCE A DELAY IN APPLICATION PROCESSING.

CERTIFICATION AND AGREEMENT

Grantee certifies that the foregoing is true and correct. Grantee agrees to use funds received from UM-LITFF solely for the purposes described in application. Grantee agrees to comply with UM-LITFF Grant Guidelines and signature(s) below indicate guidelines have been received, read, and understood. I have also received a copy of the UM-LITFF Brochure.

Signature _____
Project Director/Coordinator/Chair _____
Print Name

Church Council Chair _____
Signature _____
Print Name

Pastor's Signature _____
Signature _____
Print Name

FOR GRANT COMMITTEE USE ONLY:

GRANT APPROVED _____	GRANT DENIED _____
AMOUNT \$ _____	_____
DATE VOUCHER COMPLETED _____	_____
CHECK # _____	_____
NOTES _____	_____
_____	_____
_____	_____

**UNITED METHODIST -LIVING INTO THE FUTURE FOUNDATION (UM-LITFF)
GRANT APPLICATION**

EVALUATION FORM

This form must be completed and submitted within three months following the receipt of a grant award check and/or completion of program. Additional sheets may be attached if necessary.

When did the event/activity/program/outreach ministry take place for which grant application was submitted?

Where did the event/activity/program/outreach ministry take place?

What learnings did you gain?

What transformation took place? _____

Number in attendance/participants and target group _____

What was the cost final budget of project/program/event? Specifically describe how the UM-LITFF Grant was spent _____

Will the project/program/event/outreach ministry be ongoing and for how long? How will it be funded? _____

Did the project/program/event/outreach ministry meet your expectations?

Signature(s) _____ Print Name _____

Title _____

Organization _____

**PLEASE SUBMIT THIS COMPLETED EVALUATION FORM TO:
litff@calpacmc.org or Grant Committee, UM-LITFF
1225 W. 190th Street, Suite 205, Gardena, CA 90248**