

**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

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 5 of this application packet which grant category you are seeking from the list above. Only pages 4, 5, 6 need to be submitted.

Completed applications and supporting documents are to be emailed to: litff@calpacumc.org by the first business day of the month. They may also be hand-delivered or sent through U.S. Postal Mail to the West District Office, 1225 W. 190th Street, Suite 205, 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 a.m. - 3:00 p.m. Monday through Thursday. The phone number is (562) 429-1441.

GUIDELINES FOR *ORGANIZATIONS AND INDIVIDUALS* **SUBMITTING AN APPLICATION**

ORGANIZATIONS must submit:

I. PROPOSAL

A. Grant Application (Pages 4, 5, and 6 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

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.

INDIVIDUALS must submit:

A. Grant Application (Pages 4, 5, and 6 of this application packet)

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

B. Brochure, registration form, airline ticket

Information must be submitted describing what grant is being requested for (i.e. training event, workshop, conference, etc.).

C. Income and expenses/budget

Listing of the expense and total cost. What sources other than from LITFF are you receiving or seeking funding?

EVALUATION FORM All applicants must submit an Evaluation on the form provided in this package or a one page description of how you used the grant and what learnings you gained. Submit within three months after your grant award.

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.

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 (brochure, receipts, agenda, itinerary, program/workshop descriptions, mission, vision, goals).

Indicate which Grant Category you are seeking 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)?

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-Seal Beach **South LA** **405-LAX**

605 Corridor

PLEASE REVIEW GRANT APPLICATION GUIDELINES INCLUDED WITH THIS APPLICATION PRIOR TO SIGNING CERTIFICATION AND AGREEMENT ON PAGE 6. FAILURE TO COMPLY WITH GUIDELINES, UNLEGIBLE OR INCOMPLETE APPLICATIONS WILL EXPERIENCE A DELAY IN APPLICATION PROCESSING.

**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 training/workshop/conference/event/activity/program/outreach ministry take place for which grant application was submitted?

Where did the training/workshop/conference/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? Specifically describe how the UM-LITFF Grant was spent _____

Will the training/workshop/conference/event/program/outreach ministry be ongoing and for how long?
How will it be funded?

Did the training/workshop/conference/project/activity/program/event/outreach ministry meet your expectations?

Signature _____

Print Name _____

Title _____

Date _____

Organization or Church _____

PLEASE SUBMIT THIS COMPLETED EVALUATION FORM TO:

**litff@calpacmc.org or Grant Committee, UM-LITFF
1225 W. 190th Street, Suite 205, Gardena, CA 90248**