

# NEAC Trustees Grant Program

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## **1. Information sources**

As specified in the Deed of Trust received from Rev. Anthony of Jewett City, Connecticut and bequeathed by Adeline Anthony Gardner in 1919 (the Anthony Gardner Fund), grants are awarded in consultation with the Cabinet and guided by:

- ❖ Due diligence by the church to raise funds
- ❖ The emergency circumstance
- ❖ Prayer
- ❖ Biblical principles for fairness (churches with limited funds)
- ❖ Churches that are growing despite limited access to funds

## **2. Dates and amount of our grants**

Grants are decided six times a year and when emergencies are presented. The six times a year include the second Saturday of January, March, May, July, September and November. Grant amounts vary, depending on the interest available to distribute and the number of grants awarded. Requests up to \$5,000 will be considered. Receipt of a grant request does not automatically entitle a church to an award.

## **3. What Is Funded**

Grants support emergencies and handicapped accessibility projects not funded by other agencies and other Committees within the Conference. We potentially cover lead paint, asbestos removal, radon and oil tanks. We cover handicapped accessibility to churches, not parsonages. (Parsonage handicapping grants are available by request in compliance with Resolution 123.) We cover general support ordered by code enforcement officials, emergency lighting and sprinklers. Nursery schools are the responsibility of churches that receive donations in exchange for space. Church-run nurseries may be considered under certain conditions.

## **4. What Is Not Funded**

Emergencies that are the result of neglect or deferred maintenance are not covered. Churches are responsible for maintaining, preventing and planning for emergencies and projects that are related to the age and stage of disrepair of their church items.

Building for growth is not covered because other agencies and committees have funds for such. Loans for such purposes are available through the Foundation and Conference Trustees. Grants do not fund, therefore, parking lots, land or additions. We do not cover boilers, roofs, electrical systems, bell towers, stained glass, plumbing and sewage.

## 5. Before Submitting an Application

- Check with the insurance agent about coverage for damage.
- Discern how soon the work can be done with contractors and ask whether a payment plan can be set up.
- Can you obtain a loan?

## 6. Where to Get an Application

Applications are available by calling your District Superintendent, by downloading from the Conference website at [www.neumc.org/forms](http://www.neumc.org/forms), or by requesting an application from the Grant Administrator Nancy Bouchard.

## 7. When to Submit an Application

We require churches to be in consultation with the District Superintendent prior to submitting an application. If the DS does not support the application, neither will the Trustees. Applications are submitted after a church has consulted with, and received the signature of, the District Superintendent and Cabinet approval by the DS.

## 8. How Grant money is Delivered

Grant money is disbursed to your local church from Conference Trustee funds held by the Foundation.

*Contact Info:* After review of the above, if you have any questions, please contact the Grant Administrator Nancy Bouchard at 508-328-8839 or [nbouchard87@gmail.com](mailto:nbouchard87@gmail.com) Mailing address: 5 Quobaug Ave., Oxford, MA 01540

## 9. Additional Sources for Funding By State

Many states have grant funding books available online or to purchase. Many of those listed in the books include foundations and philanthropists outside of the state but who give to causes within the state. Some states have another book solely for religious groups.

**Connecticut:** Connecticut Grantmakers Online in Hartford, Connecticut [www.CTphilanthropy.org](http://www.CTphilanthropy.org)  
221 Main Street Hartford, CT 06106 Telephone: 860.525.5585

**Maine:** Book title is Directory of Main Grantmakers, 4<sup>th</sup> edition Available from the Maine Grants Information Center [www.megrants.org](http://www.megrants.org) USM Library Box 9301 Portland, ME 04104-9301. Telephone 207.780.5039

**Massachusetts:** Book title is AGM Grantmakers Directory 2006. Listings for MA, RI and NH.  
[www.agmconnect.org](http://www.agmconnect.org) 55 Court Street Suite 520 Boston, MA 02108 Telephone 617.426.2606.

**New Hampshire:** Try these websites: NH Charitable Foundation at [www.nhcf.org](http://www.nhcf.org);  
[www.foundationcenter.org](http://www.foundationcenter.org); [www.nhnonprofits.org](http://www.nhnonprofits.org); [www.philanthropy.com](http://www.philanthropy.com). Or a book by Christine Graham: New Hampshire Directory of Foundations. 3<sup>rd</sup> Edition Burlington, Vt. CPG Enterprises, 2004 PO Box 199 Shaftsbury, VT 05262. [www.cpgfundraising.com](http://www.cpgfundraising.com) Telephone 802.447.0256 Also: New Hampshire Attorney General Book: Directory of Charitable Funds in New Hampshire. Concord, NH. State of New Hampshire.

**Rhode Island:** Book: Rhode Island Grantsbook 2004: A Resource for Grantseekers in RI. 5<sup>th</sup> Ed. Pawtucket, RI by the Nonprofit Institute 2004. 500 Prospect Street Pawtucket, RI 02860 Telephone: 401.728.1331

# New England Annual Conference of the United Methodist Church

## Grant Application for the Board of Trustees

Church: \_\_\_\_\_

Pastor: \_\_\_\_\_ District \_\_\_\_\_

Address: \_\_\_\_\_

**PLEASE NOTE:** This application must be completed in full before it will be reviewed.  
Please review the instructions carefully.

### **New England Conference Grant Program**

The grant program makes possible periodic grants to assist local churches in the following order of priority: emergency repairs, handicap accessibility, and general support. Grant recommendations are made by the Cabinet and then approved by the NEAC Board of Trustees. Award amounts vary and are not more than \$5,000. Grants may not be used for consolidation of debt, mission shares, current expenses, or deferred maintenance.

#### ***1. Whom shall we contact with questions about this application?***

*This will be our contact person and the person to whom all correspondence will be sent.*

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### ***2. What will the grant proceeds be used for?***

- Emergency repair
- Handicapped accessibility (church)
- Code Compliance
- Other:

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**3. Has the District Committee of Church Building and Location approved the project?** (Circle one)      Yes      Not Yet      Does Not Apply

Please review the 2004 Book of Discipline Paragraphs: 2520 and 2543

If “yes” attach the DCCBL approval and recommendations. If “not yet” or “does not apply” please explain in the space below.

**4. What is the proposed timetable?**

When do you expect work to begin? \_\_\_\_\_ End? \_\_\_\_\_

**5. What is your church like?**

Average attendance at Sunday worship: \_\_\_\_\_ Number of pledging units: \_\_\_\_\_

Percent of Mission Shares paid last year? \_\_\_\_\_ And the year before? \_\_\_\_\_

Have you been able to pay all obligations in a timely manner? \_\_\_\_\_

Outstanding loans or liens? \_\_\_\_\_ If “yes” please explain amounts, terms, borrower, in Schedule C.

Do you have invested funds (memorials, endowments, stocks, etc.)? \_\_\_\_\_ If “yes” please use Schedule C to describe what the total value is, how they are designated, and where they are invested.

**6. How much money have you applied for?**

Foundation Loan Program \_\_\_\_\_

BGOM/Congregational Development \_\_\_\_\_

New England Conference Grant \_\_\_\_\_

New England Conference Loans \_\_\_\_\_

Financial Institutions \_\_\_\_\_

Church or Private Individuals \_\_\_\_\_

**7. Attachments**

**Your application will not be processed without the following attachments:**

- Income and expense report for last year using Schedule A.
- A. Current year’s budget and a year-to-date treasurer’s report.
- B. A copy of your most recent missions share/apportionments remittance form to the Conference Treasurer.
- C. Projected financial calculations using Schedule B.
- D. Invested and endowed money using Schedule C.
- E. A copy of the action of the Administrative Board (Church Council) or the Charge Conference authorizing this application.
- F. Any other material that will assist us in considering your application.

**8. Signatures of two officers of the local Board of Trustees**

Signature: \_\_\_\_\_ office held: \_\_\_\_\_

Signature: \_\_\_\_\_ office held: \_\_\_\_\_

**9. What next?**

Send the completed form with attachments to your District Superintendent. The D.S. will make comments in the box below, sign and then present the application to the Cabinet. The church or D.S. will then forward the completed application to the Grants Administrator listed below.

**10. District Superintendent’s recommendations and comments:**

Would approving this application be a good use of Conference resources? \_\_\_\_\_

Does this project fit with the long-range plans for the District and Conference? \_\_\_\_\_

D.S. recommendation: Please provide additional information to support this application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_ Cabinet Approved: \_\_\_\_\_

Date

D.S. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send Grant Applications to:

Nancy Bouchard at nbouchard87@gmail.com or 5 Quobaug Ave., Oxford, MA 01540

Schedule A

Church or Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Please use this sheet to summarize church financial data even if you submit more detailed financial reports.

How much did you spend last year on the following items?

- Pastor (total salaries and benefits paid to all pastors)
Other staff
Administration (office supplies, postage, telephone, insurance, taxes, etc.)
Utilities (total for heat, lights, water, sewer, etc. for church and parsonage)
Mission Shares
Local church program
Outreach (do not include Mission Shares)
Paid on loans
All other expenses not included above
TOTAL SPENT LAST YEAR

Where did the money come from to pay the expenses listed above?

- Given by the congregation (regular pledges, tithes, other Sunday offerings)
Reimbursement or rent for building use
Special purpose, dedicated offerings
Gifts from church groups (UMW, etc.)
Interest of invested funds
Principal of invested funds
Bail-out gifts (money given by one or more persons in response to a financial crisis, above and beyond regular giving)
Other:
Other:
TOTAL RECEIVED LAST YEAR

**Schedule B**

**Church or Agency:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please use this sheet to summarize project finances even if you submit more detailed project financial data.*

**How much will the completed project cost?**

Architect and engineer	_____
Permit	_____
Soil tests, etc.	_____
Site development	_____
Construction	_____
Equipment and furnishings	_____
Other: _____	_____
Other: _____	_____
TOTAL COST	_____

**Where will the money come from to pay the costs listed above?**

Cash on hand at start of project	_____
Major gifts	_____
Grants	_____
Loans as applied for with this application	_____
Other: _____	_____
Other: _____	_____
TOTAL INCOME	_____

## Schedule C

Church or Agency \_\_\_\_\_ Date \_\_\_\_\_

### **LOANS AND LIENS**

Please tell us about your loans and liens by telling us the following:

Original Loan Amount & Term

Current Balance and Term Remaining

Monthly Payment

Institution

Other Information:

### **INVESTMENTS**

Market Value

Institution:

Are these funds:

Restricted, Unrestricted, or Designated