

NEW OR EXPANDING MINISTRY/PROGRAM GRANT REQUEST

Cascadia District Church Extension Society Oregon-Idaho Conference of The United Methodist Church

Guidelines for Completing the Grant Request Form

The Grant Request Form is for *New or Expanding Ministry/Program*. The request is to be completed fully 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. New or expanding ministry/program requests may fund programming, materials, building enhancement or staffing. Requests for staffing must clearly describe how the position will build capacity, develop leaders, and strengthen partnerships. A plan for sustainable support of staffing must be included.

2. The description of a new or expanding ministry/program should include:
 - The need(s) to be met by the ministry, new community or individuals who will be reached.

 - How it will add vitality or depth to the church and the wider community.

 - The benchmarks for measuring progress and effectiveness.

 - A description of what the desired outcome would be and how your success will be measured.

3. Submit a multi-year budget or financial plan for the new or expanding ministry/program. Include the following:
 - What is the amount the local church will provide for the project?

 - Are these funds currently available? If not, how will they be raised?

 - Have funds been requested or received from sources other than the Cascadia District Church Extension Society? Please state the amount received or requested and the source.

- Indicate the amount you are requesting from the Cascadia District Church Extension Society as a grant.
 - What is the plan for financial sustainability?
4. Describe other resources that will benefit the effectiveness of the new or expanding ministry / program. These might include, but not be limited to: volunteers, building space, in-kind donations, or community partnerships.
 5. Describe the time frame for the new or expanding ministry/program, including planning, preparation, and launch. If approved, when will the funds from the Cascadia District Church Extension Society be needed?
 6. Please provide the percentage of conference apportionments the church has paid in each of the past three (3) years.
 7. Please provide the percentage of District Church Extension Society givings the church has paid in the past three (3) years.
 8. Send the completed request and any attachments to the persons listed on the request form.
 9. The grant request is to be signed by:
 - a. Chair of the committee originating the project or request.

**Limits and Guidelines on Grants for *New or Expanding Ministry/Program*
by the CDCES:**

The amount of funds available for requests from the CDCES may be limited, and are granted at the discretion of the Board. The Board may ask for additional information as they consider your request.

The CDCES reserves the right to review and make decisions on requests outside of the identified quarterly meeting dates as may be necessary.

**NEW OR EXPANDING MINISTRY/PROGRAM
GRANT REQUEST FORM**

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

1. Date of grant request: _____
2. Describe the new or expanding ministry/program using the guidelines above and any other helpful information.
3. Submit a detailed multi-year budget or financial plan using the guidelines above.
4. If materials are included in the above, please attach bids from suppliers or vendors. Two (2) bids are required, three (3) are preferred.
5. Describe the additional resources the church is bringing to this new or expanding ministry/program.

6. Describe the time frame for the new or expanding ministry/program. When are the funds from the CDCES needed?

7. Is this request time sensitive? Please provide details, including timeline/date.

8. Please provide the percentage of conference apportionments the church has paid in each of the past three (3) years.

9. Please provide the percentage of District Church Extension Society givings the church has paid in the past three (3) years.

10. Please feel free to add any additional information that would help the Board make an informed decision.

Signature - Chair of the Committee Originating the
Project or Request

Date

Print Name of Chair

Print Name of Ad Council Chair

Print Name of Pastor

Name of Church

Church Phone #

Church Address

Mailing Address if different than above

Church e-mail address

Please note: The District Superintendent must review the completed request form prior to the approval of a grant.

Send the original completed request to:

Carol Douthit, CDCES President
c/o Marquam United Methodist Church
36971 S. Hwy. 213
Mt. Angel, OR 97362
E-Mail: CascadiaDCES@umoi.org
Phone: (503) 302-3996

Send a copy of the completed request to the below:

Cascadia District Office
The United Methodist Church
680 State Street, Suite 200
Salem, OR 97301
Phone: (503)581-3969
Email: cascadia@umoi.org

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

updated 4/22/2021