

# United Methodist Church Valley Ridge District 2023 Grant/Loan Application Instructions

## **Please carefully read all instructions**

Grant applications will be reviewed by the District Board on Church Location and Building (DBCLB) twice in 2023 (the timetable for the application process is subject to change for future years) (proposed timetable for 2024 review April, August, and December). Applications for review in August 30, 2023 must be completed by July 30, 2023, and applications for review in December 2023 must be completed by November 30, 2023.

The completed application and supporting documentation should be mailed to:  
United Methodist Church, Valley Ridge District Office  
26 Orr Drive, Fishersville, VA 22939

or emailed to: [DonnaDesper@vaumc.org](mailto:DonnaDesper@vaumc.org)

The DBCLB reviews financial assistance requests from Valley Ridge District churches and ministry partners. While many worthy requests for funding will be received, the DBCLB will strive to keep the focus on the mission of the United Methodist Church in accordance with the 2016 Book of Discipline Paragraph 120: *The mission of the Church is to make disciples of Jesus Christ for the transformation of the world. Local churches and extension ministries of the Church provide the most significant arenas through which disciple-making occurs.* Accordingly, priority is given to missions or projects which:

- Are part of an articulated strategy to reach out to the unchurched in its mission field
- Have the greatest potential impact at engaging those with a church community
- Are most likely to reach the impoverished, underserved or at-risk
- It might not be possible without financial support from outside the local church
- Need renovations for repairs to a church's property to start new ministries or continue existing vital/growth ministries for the community, ensuring the building is accessible by all people

The DBCLB has the option of using either a grant, a zero-interest loan, or a combination in its support of the request. It is anticipated that the local church or ministry partner will also contribute to the project/ministry expense.

Unless otherwise stated, there is no guarantee of sustainable future funding for the same project/initiative. Projects or initiatives of a multi-church, community-based, or collaborative nature will also be considered.

As part of the review process, the DBCLB may connect with the grant applicant to learn more about the program/project/initiative.

# 2023 Grant Application United Methodist Church Valley Ridge District

**Date Submitted:**

**Name of Ministry/Organization:**

**Supported by:** United Methodist Church

**Area served by Ministry/Organization:**

**Contact Person:**

**Address:**

**Telephone Number:**

**Email:**

**For programs and other initiatives, use the application starting on page 3**

**For building projects, use the application starting on page 5**

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## FOR OFFICE USE:

Application Received on:

Application Reviewed by:

Reviewer Comments:

DBCLB Recommendation:

Notes:

## PROGRAM/INITIATIVE GRANT/LOAN APPLICATION

### Ministry Information

Provide a brief description of your church's/organization's vision for mission and growth:

How is your church/organization making disciples in your surrounding community?

What evidence is there that disciples are being made?

### Membership and Activity (if applicable)

Members joining by professions of faith in 2021 and 2022

Members joining by transfer in 2021 and 2022

Total membership at year-end in 2021 and 2022

Average Worship attendance in 2021 and 2022

Number of members engaged in Mission in 2021 and 2022

### Program/Initiative Description

Provide a brief description of the program or initiative to be funded:

How will this program/initiative help to implement the vision of the church/organization and the mission of the United Methodist Church?

Briefly describe who this ministry/program exists to serve/help/resource.

How do you measure success for your ministry/program? Share historical data if applicable.

Program/Initiative Funding

What is the annual cost of the program/ /initiative? Is the cost estimate or actual?

Has this church/ministry partner received a grant or loan for this program/initiative from either the Roanoke District Board of Missions and Church Extension (including Builder's Club) or the Staunton District Board of Missions (including Second Mile Club) in the last five years? If yes, provide details.

What is the amount requested of DBCLB? Grant or Loan?

What is the funding plan for the next 2-3 years? How will it become financially viable in that time?

If applicable, what percentage of Conference and District apportionments did your church pay in 2022?

Financial Information:

Please submit copies of the following:

- o 2023 Budget
- o 2022 Detailed Financial Report (if ongoing project). Please make sure that the report includes the following information:

The amount received for project/ministry from other United Methodist sources

The amount received for project/ministry from non-United Methodist sources

Attached is the latest completed audit (if it is an ongoing program)

Is the treasurer of this ministry/organization bonded?

Approvals

I hereby certify that I have examined the statement given in this application, and they are correct.

\_\_\_\_\_ Pastor or Ministry Director \_\_\_\_\_ Lay Leader or Board Chair

## **BUILDING PROJECT GRANT/LOAN APPLICATION**

### Ministry Information

Provide a brief description of your church's/organization's vision for mission and growth:

How is your church/organization making disciples in your surrounding community?

What evidence is there that disciples are being made?

### Membership and Activity (if applicable)

Members joining by professions of faith in 2021 and 2022

Members joining by transfer in 2021 and 2022

Total membership at year-end in 2021 and 2022

Average Worship attendance in 2021 and 2022

Number of members engaged in Mission in 2021 and 2022

### Project Description

Provide a brief description of the project to be funded:

How will this project help to implement the vision of the church/organization and the mission of the United Methodist Church?

Briefly describe who this project will serve/help/resource and what challenges the project will help overcome.

### Project Funding

What is the overall cost of the project? Is the cost estimate or actual?

Has this church/ministry partner received a grant or loan for this project from either the Roanoke District Board of Missions and Church Extension (including Builder's Club) or the Staunton District Board of Missions (including Second Mile Club) in the last five years? If yes, provide details.

What is the amount requested of DBCLB? Grant or Loan?

What funding is already secured, pledged, and approved?

If applicable, what percentage of Conference and District apportionments did your church pay in 2022?

### Other Project information

Has the project been approved by the District Board on Church Location and Building? (Only necessary if the total cost is 25% of the value of the property)

Has the Charge Conference approved plans (building/renovation)?

Date:

Has the Charge Conference approved financial plans?

Date:

Has the District Superintendent give written approval?

Date:

Amount of present indebtedness?

What is the amount of other assets?

Financial Information:

Please submit copies of the following:

- o 2023 Budget
- o 2022 Detailed Financial Report (if ongoing project). Please make sure that the report includes the following information:
  - The amount received for project/ministry from other United Methodist sources
  - The amount received for project/ministry from non-United Methodist sources

Attached is the latest completed audit (if ongoing program)

Is the treasurer of this ministry/organization bonded?

Approvals

I certify that I have examined the statements in this application, which are correct.

\_\_\_\_\_ Pastor or Ministry Director      \_\_\_\_\_ Trustee or Board Chair