

## CENTENNIAL ENDOWMENT FUNDS

January 19, 2010

**To: Chairperson of all First United Methodist Church Committees,  
Boards and Councils:**

The Centennial Endowment Funds Committee is reinstating the Grant Process for 2010. Enclosed is a Grant Application Information sheet and Grant Application Form for the allocation of current income earned by the Centennial Endowment Funds. Applications may be submitted to the Church Business Administrator at any time up to 4:00PM, March 24, 2010.

Applications are not accepted from individuals. Any individual suggestion for the use of funds must go through the appropriate committee. That committee will consider the suggestion and decide whether or not to submit it to the Centennial Endowment Funds Committee for consideration. Please also note that Centennial Endowment Funds Committee members are available for consultation during this process. Should you have any questions, please ask the Committee for clarification and/or guidance before you submit your application. The current committee members are listed in the Grant Application Information package.

Additional copies of the Grant Application Form and Information package are available in the church office, as are copies of the Centennial Endowment Funds Policy Statement that governs the management and distribution of these Funds. Copies of past proposals that may be used as a reference are in the office as well.

Completed applications should be addressed to the Centennial Endowment Funds Committee and mailed or delivered to the church office. **If you have any questions please contact Bart Cox (H: 327-8125 or Church: 323-6167)**, or any member of the Centennial Endowment Funds Committee (see contact list on last page).

Sincerely,

*Nancy Glaser*

Nancy Glaser, Chair  
Centennial Endowment Funds Committee  
650-654-3161  
nancyglaser@comcast.net

**Fill in the blank lines**

**Title of the Proposal:** \_\_\_\_\_

**Church Committee:** \_\_\_\_\_

**2010 GRANT APPLICATION FORM**

Applications will be accepted only from organized administrative groups within the church. These councils, boards, and committees are listed in the "Directory of Administrative Groups", revised annually (also listed in the Grant Application Information package). Be sure to read the Grant Application Information package before filling out this application.

**THE DEADLINE FOR THE RECEIPT OF APPLICATIONS IS MARCH 24, 2010. ANY APPLICATION NOT RECEIVED BY THE CHURCH BUSINESS ADMINISTRATOR IN THE CHURCH OFFICE BY 4PM ON THAT DATE WILL NOT BE CONSIDERED.**

Name of Person Responsible for this Project: \_\_\_\_\_

Contact Telephone/ E-Mail: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Date when Funds would be required: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

Estimate and nature of on-going costs in future years: \_\_\_\_\_

How will these future costs be met: \_\_\_\_\_

If a Grant is awarded, an article for Insights will be a requirement. Who will be responsible for this report?

Attach an additional sheet(s) supporting this application and cover the following points:

1. Describe the importance of this project to the objectives of our church.
2. Explain in detail how the funds will be spent and what will be accomplished.
3. Give a breakdown of the estimated cost, including taxes, installation, shipping, consulting fees, as accurately as possible. If you can, attach bids, specific cost estimates, etc. or explain the basis of the cost estimates
4. Explain if this is a repeat request and, if so, why.
5. Explain if there will be a future impact on the operating budget and, if so, what will it be and when will it occur.
6. Identify the committed human resources available to implement this program.

Committee Chairperson's Signature

**(Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\*OFFICE ONLY\*\*\*\*\*

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

# **First United Methodist Church Centennial Endowment Funds**

## **GRANT APPLICATION INFORMATION**

The Centennial Endowment Funds, established in 1988, are permanent funds. Gifts to these funds are presently accounted for in separate subcategories such as Unrestricted Funds, Property Funds and Missions/Program Funds. Additionally, several more restrictive funding categories include Church Landscaping, Music and Special Maintenance.

The Centennial Endowment Funds Committee accepts applications from organized administrative groups within the church (see attached list) for use of the income from the Centennial Endowment Funds on or around March 15<sup>th</sup> of each year. An expanded Centennial Endowment Funds Committee, governed by the Centennial Endowment Funds Policy Statement, makes its recommendation for grant awards to the Administrative Board. The Administrative Board then makes its recommendation to a Church Conference. As soon as practicable after the Church Conference, usually before June 1, the Endowment Committee shall notify all committees requesting grants with the decision of the Church Conference whether their grant was approved.

Grant Funds are available to be used either as seed money to initiate new programs or for special projects that are beyond those items normally funded by the annual budget. This is an opportunity for visionary ideas to facilitate creative investments in FUMC's future.

In addition, The Centennial Endowment Funds Committee has passed a resolution to encourage grants that will result in 50% of Centennial Endowment Funds designated as unrestricted or program/mission be spent outside our church. We hope when you are planning your grant requests, you will consider targeting grants that will reach beyond our local church. Even better, it would be great if the grant is one where we as members will get involved in giving "hands on" service along with our grant. Help make FUMC a "giving church".

It is expected that grant recipients will complete their project by December 31. Grant money not spent in that period will automatically revert to the Centennial Endowment Funds unless the recipient is granted an extension by the committee. Requests for extensions must be submitted to the Committee by December 1 of the grant year. If there are grant funds remaining at the completion of the project, the surplus will be returned to the Centennial Endowment Funds for re-allocation.

Here are some suggestions and additional information that will help you when preparing a grant application:

1. Start now! Grant applications are due no later than 4:00 PM on March 24<sup>th</sup>, 2010.
2. All members of boards, committees and groups should have an opportunity to contribute and participate in the proposal process.
3. Note that applications are not accepted from individuals. If an individual has an idea for a grant, it must first be considered and recommended by a committee, board or group.

4. When applications are submitted they will have a better chance of being approved if they have obviously been given serious study, are clearly expressed, and contain specific details. For instance, if appropriate, get several bids to substantiate the cost of a project, explain in detail what a project will do and what it will cost. (Example - \$6,000 will buy airplane tickets for 10 youth to attend a work project at an Indian reservation. The work project should be explained in full detail.)

The application should also address the following:

- a) What are the goals and expected results?
  - b) What is the time frame for completion of this grant?
  - c) Is this a repeat request? If so please explain.
  - d) Will a subsequent grant be requested next year? If so, why?
  - e) Will there be a future impact on the operating budget? When? Why? What?
  - f) Are there committed human resources available to implement this program? Please identify them briefly.
5. The Centennial Endowment Funds Committee makes every effort to ensure that grant money is distributed honoring the full intent of the Centennial Endowment Funds Policy Statement. Endowment Income may not be used for purposes normally paid for by the annual budget, but should be used for areas that the Church would otherwise be unable to undertake. Furthermore, grants are not intended to perpetually fund groups or organizations. Therefore, grant requests intended for the same group, inside or outside the church, or for the same purpose will not normally be approved for more than three years.
6. Should you have any questions, please ask before you submit your application. The Centennial Endowment Funds Committee members are available for consultation. For your convenience, a list of the current committee members and their contact information is on the next page.

#### Centennial Endowment Funds Committee Members and Contact Information

<b>Name</b>	<b>Email</b>	<b>Phone</b>
Nancy Glaser (Chair)	NancyGlaser@comcast.net	650-654-3161
Rick Allen (Trustees)	AskRick@yahoo.com	650-424-0908
George Carpenter	gbc3545@pacbell.net	650-327-5232
Bart Cox	BartCox2@comcast.net	650-327-8125
Jill Kispert	JKispert@sbcglobal.net	650-322-6858
Martha Hickman	mjwhickman@gmail.com	650-917-1865
Hoyt Hickman	HoytHickman@gmail.com	650-917-1865
Pastor Michael Love	Michael@firstpaloalto.com	650-493-8620
Rebecca Tseng Smith	Rebecca.T.Smith@stanford.edu	650-363-8243
Art Hammar	AHammar@jbear.org	650-327-9120
Richard Pike	Pike356@gmail.com	650-369-7333
Felice Swapp	FSwapp@gmail.com	650-210-9767
Matthew Conway	mattwigwag@sbcglobal.net	650-321-5034

7. FUMC Administrative Groups that can submit grant proposals

Administrative Board	Memorial Garden Committee
Archives Committee	Library Committee
Board of Trustees	Outreach Committee
Centennial Endowment Committee	Staff-Parish Relations Committee
Children's Fund Committee	Stephen Ministries
Communications Committee	UMYF
Council on Ministries	United Methodist Women
Fijian Fellowship	Welcome Committee
Finance Committee	Sacred Space Guild
First School Board of Directors	Marketing Committee
Inclusiveness Committee	Nurture Committee
Investment Committee	Family Ministries
Christian Education Council	Technology