

**The United Methodist Mission Board
Of Metropolitan San Antonio**
(Known as the Metro Mission Board)
**16400 Huebner Road
San Antonio, TX 78248**

Application for Funding – Part A

General Questions:

Please answer completely and thoroughly

Project Title: _____

Church: _____

Address: _____

City: _____ Zip: _____

Telephone: _____

Church E-mail: _____

Contact Person: _____ Telephone: _____

Contact Person E-mail: _____

Total Project Budget: \$_____

When and where will the project occur (duration of project): _____

Have you received Metro Mission Board money previously? _____

If yes, list project(s), year(s) and amount(s): _____

TOTAL FUNDS REQUESTED: \$_____

Application for Funding – Part B

Please attach your answer to these questions, along with any extra materials you desire. If any question is unanswered, your application cannot be reviewed.

The Project:

1. State the purpose of the project.
2. A) How does the project reflect your understanding of the ministry of Jesus Christ?
B) How does this project challenge people to live as faithful disciples of Jesus Christ?
3. Tell about your team of leaders. How are they all involved in raising money, planning the project, etc.
4. A) Briefly describe the setting of your project.
B) What effect will your project have on the lives of the individuals it reaches?
5. State four (4) measurable short-term goals for this project.
6. Explain how you plan to use the funds requested.
7. What will your local church contribute?
8. What other sources of funding have you applied for? If any, please state the organization and funding received or requested.
9. Please attach a copy of your proposed budget.
10. In cases of a specific need beyond \$5,000, the District Superintendent, in consultation with the Board, will make the determination about granting any additional funds. No church will be funded for more than a total of three (3) years.

Please complete Part A and Part B and Mail to

The United Methodist Mission Board
Of Metropolitan San Antonio
(Metro Mission Board)
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(Complete Part C after completion of the project)

Metro Mission Board

Guidelines For The Selection Of Projects

When applying for the Metro Mission Board funds, the following items should receive careful consideration. It is these areas that the Project Review Committee examines most thoroughly. The more specific and clear you are, the better.

1. The purpose and process of your project should be stated clearly. The Project Review Committee needs to visualize your project in action.
2. Where are the people coming from to complete your project?
3. There is no guarantee of funding after one year! No project will be funded more than three years. (Note: a new form must be filled out each year)
4. Metro Mission Board grants should have a substantial effect on the project.
5. Metro Mission Board grants will not be used to fund a project's deficit.
6. 100% of the Metro Mission Board's grant must be used for the project.
7. Submitting a specific budget is essential. Where does the income come from? What expenses does your project have? How will the Metro Mission Board grant be spent?
8. Illustrate church and community support, financial and otherwise. Letters of support from church and community leaders are helpful, but not required.
9. Projects should be ethnic and minority inclusive whenever possible.
10. Use the form provided to present a clear, complete and concise application.

Part C

Notice: If selected, you will need to submit the following after the completion of the project:

1. Final Financial report (how did you actually use the grant)
2. Final accomplishment report (how did you fulfill your purpose, your goals)
3. Statement from two (2) of your team who were involved or touched by the project (For publicity)
4. At least four (4) copy ready photos of your project for our scrapbook and Conference newspaper.