

**Women's Division, General Board of Global Ministries  
The United Methodist Church**

**ASSEMBLY OFFERING: "Because We Believe...Rise and Shine for Justice"**

The 2006 United Methodist Women's Assembly Offering will fund organizations and projects that address issues of and access to nutrition, transportation, and safe homes through education, advocacy and direct services on behalf of women, children and youth.

The following criteria apply:

**1. Projects to receive funding must include all of the following**

- Have women leaders
- Promote diversity
- Have a grassroots base from a non-profit group, church or school
- Involve and strengthen local communities
- Have sustainable sources of income
- Empower women and/or youth and children to know their rights
- Increase access to nutrition, transportation and/or safe homes
- Work to remove barriers and systems that prevent access to healthcare, nutrition and/or housing
- Create healthy options for the poor or marginalized, especially women, children and youth

**2. Proposed projects will *specifically* include one or more of the following strategies for empowerment:**

- a. Develop and/or strengthen women, children and youth understanding of healthy eating and nutrition through lectures, cooking classes and healthy menus
- b. Advocate against social and economic inequalities in housing
- c. Train women, children and youth how to identify and report domestic abuse
- d. Inform women, children and youth on methods of securing their home environment from fire, flood, asbestos, etc
- e. Educate on fire safety and other emergency procedures for homes and institutions
- f. Improve access to safe housing for women, children and youth in crisis situations
- g. Defray transportation cost for those underserved who need help going to job interviews, child care, elder care and etc
- h. Educate the public on alternative forms of transportation
- i. Educate on sustainable agriculture in urban community centers
- j. Provide transportation to work, school and/or health clinics for women, youth and children living in domestic violence shelters
- k. Advocate for low-cost housing for mothers with HIV/AIDS and their children home

## **GENERAL INSTRUCTIONS FOR APPLYING FOR ASSEMBLY OFFERING FUNDS**

- **Grants will not exceed \$8,000.**
- **Grants will fund either new or existing projects.**
- **Neither capital expenses nor computer hardware will be considered.**

### **Applications MUST**

- : address the criteria directly and clearly,**
- : include all requested information,**
- : be of a quality to produce clearly legible copies.**

### **Applications must be returned by October 20, 2006 to:**

*Office of Mission Opportunities  
Women's Division  
475 Riverside Dr. Room 1503  
New York, NY 10115*

Women's Division directors will approve of grant recipients in April 2007. Organizations will be notified of acceptance or rejection in early May 2007.

Questions? Please write to the above address or phone: 212-870-3738, fax: 212-870-3736, or email: [MissOpps@gbgm-umc.org](mailto:MissOpps@gbgm-umc.org)

**Women=s Division, General Board of Global Ministries  
The United Methodist Church**

**ASSEMBLY OFFERING: ABecause We Believe...Rise and Shine for Justice@  
Grant Application (Cover Sheet)**

*(Please feel free to make copies of this form or generate this one-page cover sheet on your computer.)*

Date of application: \_\_\_\_\_

Organization name: \_\_\_\_\_  
\_\_\_\_\_

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

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Director: \_\_\_\_\_  
Mrs. \_\_\_ Mr. \_\_\_ Ms. \_\_\_ Miss \_\_\_

Contact person and title *(if not Director)*: \_\_\_\_\_  
\_\_\_\_\_

Project title: \_\_\_\_\_  
\_\_\_\_\_

Grant request: \$ \_\_\_\_\_ Period grant will cover: \_\_\_\_\_

Total project budget: \$ \_\_\_\_\_

Total organizational budget *(current year)*: \$ \_\_\_\_\_

Starting date of fiscal year: \_\_\_\_\_

Summarize the organization's mission *(2-3 sentences)*:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summarize the project or grant request *(2-3 sentences)*:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you learn about Assembly offering fund? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## GRANT APPLICATION

### I. NARRATIVE *(maximum of 5 pages)*

#### A. Describe Your Organization/Institution

1. Problem Statement: what problems, needs or issues does your organization address?
2. Briefly describe your organization's history and major accomplishments.
3. Describe your current programs and activities.

#### B. Describe Your Request

1. Describe the program for which you seek funding, why you decided to pursue this project and whether it is a new or ongoing part of your organization.
2. How does this program positively impact women, children and youth?
3. Which of the **strategies for empowerment** of the 2006 Specific Criteria (listed on pages 1) does this program address?
4. Explain how the strategy(ies) will be accomplished. What is your timeline?
5. Who is your constituency? (Be specific about demographics such as race, class, gender, ethnicity, age, sexual orientation, and people with disabilities.) How are they actively involved in your work? How do they benefit from this program and/or your organization?
6. Describe the systemic or social change you are trying to achieve.

### II ATTACHMENTS *(Please supply the following items of information)*

#### A. Evaluation

1. Describe your plan for evaluating the success of the project. Who will be involved in evaluating this work – staff, board, constituents, community, consultants? How will the evaluation results be used?

B. Organizational Structure/Administration

1. How are the staff, board and volunteers representative of the communities with which you work? Please outline general demographics of the community.
2. Who will be involved in carrying out the plans outlined in this request? Include a brief paragraph summarizing the qualification of key individuals involved.
3. Provide a list of your board of directors with related community and employment affiliations. Indicate gender of each.

C. Finances

1. Organization's current annual operating budget. (See attached budget format.)
2. Current project budget; indicate Assembly Grant request. (See attached budget format.)
3. List individually other funding sources for this request. Include amounts and whether they are received, committed or projected/pending.
4. Most recently completed year's organizational financial statements (expenses, revenue and balance sheet), audited, if available.

D. Other Supporting Material

1. You may include up to three: letters of support/commitment, recent newsletter, articles, newspaper clippings, evaluations, or reviews. Photos may also be included. Items will not be returned.

Please check one:  
 Organizational \_\_\_\_\_  
 Project \_\_\_\_\_

**Grant Application - Budget**

If you already prepare organizational and project budgets that approximate this format, please feel free to submit them in their original forms. You may reproduce this form on your computer and/or submit separate sheet for income and expenses. Please indicate organizational or project on budget forms.

Budget for the period: \_\_\_\_\_ to \_\_\_\_\_

<u>EXPENSES:</u>			<u>INCOME</u>	
<u>ITEM</u>	<u>AMOUNT</u>	<u>position FT/PT</u>	<u>SOURCE</u>	<u>AMOUNT</u>
Salaries & wages (breakdown by individual position and indicate full or part time)	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	_____ _____ _____ _____	Government grants & contracts (specify)	\$ _____
			Foundations (specify)	\$ _____
			Corporations	\$ _____
			Religious institutions	\$ _____
Fringe benefits & payroll taxes	\$ _____	_____	United Way, Combined Federal Campaign & other federated campaigns	\$ _____
Consultants & professional fees	\$ _____		Individual contributions	\$ _____
Travel	\$ _____		Fundraising events	\$ _____
Equipment	\$ _____		Membership income	\$ _____
Supplies	\$ _____		In-kind support	\$ _____
Training	\$ _____		Other (earned income, consulting fees, etc. specify)	\$ _____
Printing & copying	\$ _____		_____	\$ _____
Telephone & fax	\$ _____		_____	\$ _____
Postage & delivery	\$ _____		_____	\$ _____
Rent & utilities	\$ _____		_____	\$ _____
In-kind expense	\$ _____		_____	\$ _____
Other (specify)	\$ _____		_____	\$ _____
_____	\$ _____		_____	\$ _____
_____	\$ _____		_____	\$ _____
_____	\$ _____		_____	\$ _____
<b>TOTAL EXPENSES</b>	<b>\$ _____</b>		<b>TOTAL REVENUE</b>	<b>\$ _____</b>
			<b>BALANCE</b>	<b>\$ _____</b>