



Brook Hill United Methodist Church
Endowment Program Grant Application

Name of person completing this Grant Application: _____

E-Mail address of person completing this Grant Application (used for confirmation e-mail):

Name of Organization, Group or individual benefitting from this Grant:

Amount of Grant requested: _____

Is the beneficiary affiliated as either a group within, or a member of, Brook Hill UMC? ___ Yes ___ No

If the BHUMC affiliation answer above is "Yes" please skip to Section 3- Proposal details. If answered as "No" continue with Section 1-Beneficiary Information.

Section 1- Beneficiary Information

Name of Beneficiary: _____

Address 1 _____

Address 2 _____

City: _____ **State:** _____ **Zip:** _____

Name of contact person: _____

Title of Contact Person: _____

Contact Telephone Number: _____

Contact E-Mail Address: _____

Website: _____

Section 2- If a Grant were to be awarded...

Please list to what or whom the funding check will be addressed (if different from Section 1.)?

Please list any special instructions that should be included on the Memo line of the check:

Please detail to where the funding check should be sent, if different from Section 1.

Section 3- Proposal details (Use additional paper if necessary)

Please provide a brief description of the Project or Activity to be funded:

What is the goal of the project or activity, or what impact would the effort have if successful?

Section 3- Proposal details (continued)

Will this project or activity receive financial support from any other committee or budget within Brook Hill UMC? If yes, please list (if known):

If this project or activity will receive financial support from other organizations, groups or individuals outside of Brook Hill UMC, what percentage of the total budget for this effort is made up from the funds requested in this Grant Application? _____ %

Will this Grant fund the entire project or activity, or just a portion (circle one)? All Portion

If this Grant will fund just a portion of the project or activity, how would the funds from the Brook Hill UMC Endowment Program be used?

How does this project or activity meet the primary directive of the Brook Hill UMC Endowment Fund, enabling local, home and foreign church outreach and missions and assistance to persons in the community who are in need?

If this application is being completed on behalf of another individual, group or organization outside of Brook Hill UMC what compelled you to make this particular request, or what is your involvement or interest in this effort?



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Instructions

This Grant Application is not meant to be difficult or arduous. As our Endowment Program continues to expand and grow however the Endowment Committee has identified the need to institute a more formal process for receiving, tracking and evaluating Grant Applications. This application format enables us to address those requirements.

Please complete this entire Grant Application to the best of your ability. While blank areas of response will not be grounds for immediate denial, providing as much information as is possible will help the Committee determine if, and what amount of, assistance can be provided.

After completion return this application via one of the methods below:

- a. Electronically via e-mail to BHUMCEndowment@gmail.com.
- b. Printed form delivered by mail or in-person to the BHUMC office:

Brook Hill U.M.C. Endowment Committee
3946 Indian Springs Road
Frederick, MD 21702

- c. Printed form delivered in-person to the Endowment Committee mailbox, located in the Narthex.

You will receive an e-mail confirming that your application has been received by the Endowment Committee. This e-mail confirmation will be sent within 5 days to the e-mail address listed as that of the person completing this Grant Application, detailed on page one of the application. If you do not receive this confirmation, please e-mail the Endowment Committee at BHUMCEndowment@gmail.com.

If you wish to include additional background or other detail beyond what is requested or will fit in the space provided, please feel free to include additional pages or documents. **Please note however that additional detail is not expected or required.**

Should any questions or issues with the Grant Application or process arise, please contact the BHUMC Endowment Committee by e-mail at BHUMCEndowment@gmail.com.