
The Eastern Kentucky United Methodist Health, Education & Welfare Fund
GRANT APPLICATION FORMAT
NON-UNITED METHODIST ORGANIZATION

A. NARRATIVE

1. Organization information.
2. Summarize your organization's history.
3. State your mission and goals, future challenges, and long-range plans.
4. Outline current programs and activities.
5. Highlight accomplishments.
6. Purpose of Grant.
7. Describe the proposed program or project.
8. Identify the needs/problems to be addressed, target population and number of people to be served by the project.
9. Describe the project goals and objectives, and your plan to meet them.
10. Define the project as a new or continuing program.
11. Identify other organizations, partners or funders participating in the project and their roles.
12. Provide a timetable for implementation.
13. Identify long-term funding resources.
14. Describe your plan to document progress and results. Interim and final evaluation and expenditure reports will be required for every grant awarded.

B. ATTACHMENTS

Please include the following attachments in the order indicated:

1. Copy of the current IRS determination letter indicating 501 (c) (3) tax-exempt status.
2. Organizational structure, including:
 - List of officers and directors, including occupations, places of employment, and relevant affiliations.
 - Description of board responsibilities, including committee assignments.
3. Finances, including:
 - Grant budget.
 - List of other funders, potential funders and amounts committed or requested, including public contracts, individual contributions and other sources of income supporting the project.
 - Current board-approved annual operating budget, including expenses and income.
 - Most recent audited annual financial statement.
5. If applicant is not a United Methodist Church or an affiliated organization of the United Methodist Church a letter of support from a United Methodist Church that substantiates the need for the project.
6. Annual report, if available.