



10330 Staples Mill Road  
Glen Allen, VA 23060  
Vaumfoundation.org  
[foundationgrants@vaumc.org](mailto:foundationgrants@vaumc.org)  
804-521-1121

## GRANT APPLICATION INSTRUCTIONS

### Introduction

In preparing your grant application, please read and follow these instructions carefully. Incomplete or improperly prepared applications may be eliminated for review. An application will be considered incomplete if: (1) it is not prepared and submitted according to instructions; or (2) the information it contains is not sufficient to permit an adequate review.

### Deadline for Receipt of Completed Application

Please note that no application will be considered without the District Superintendent's approval and signature (not applicable for Micah Grant applicants). Applications are available online at [www.vaumfoundation.org/about-us/grants](http://www.vaumfoundation.org/about-us/grants). The application must be RECEIVED on or before the deadline date of October 31, 2019 at 5:00 pm. You may submit a completed application and attachments to:

- 1.) [foundationgrants@vaumc.org](mailto:foundationgrants@vaumc.org) (preferred method); or,
- 2.) Postal mail to:  
Attn: Foundation Grants Committee  
10330 Staples Mill Road  
Glen Allen, VA 23060

### General Submission Guidelines

#### SECTION I:

- In the first line, please identify the grant in which you are applying. If your program is eligible for more than one per the grant guidelines, you may check more than one grant. However, before applying, please visit [vaumfoundation.org/about-us/grants](http://vaumfoundation.org/about-us/grants) and review the guidelines associated with each available grant. This will assist you in appropriately selecting the grant in which you wish to apply.
- Please complete all information for the primary point of contact responsible for the grant application.
- The following field explanations may assist you in accurately completing your application.
  - *"Name of Proposal/Ministry Requesting Grant"*: This should be the name of the actual program who would be receiving a grant.
  - *Church Affiliation/Related Entity*: This should identify which local United Methodist Church within The Virginia Conference or United Methodist Organization your program is associated with for operations.
  - *District*: This field should identify which District within the Virginia Conference of The United Methodist Church in which you are affiliated.

## SECTION II:

- Please identify the amount of funds you are requesting with this grant application. Also, please estimate the total funding required in 2019 for this project or ministry. The total funding number can be the same amount or of greater value to the amount of funds you are requesting. You can further elaborate on your grant request within the additional attachments, including the Projected 2019 Budget and Timeline.
- Please answer all applicable questions thoroughly and to the best of your ability so that the Foundation Grants Committee can adequately review the qualifications of your project for a grant.
- For Questions #4-6, you may attach additional documentation if needed to sufficiently answer the questions. Please make sure to answer all essay questions.
- Attach the following documents to your application:
  - Mission and/or vision statement.
  - A detailed ministry plan (implementation plan) - strategies, methodologies, etc; if your project has received funding for more than three years, please include an explanation of how previous Foundation grants have assisted in programmatic growth and why future funding is necessary for the program.
  - Projected 2019 Budget and timeline to include all sources of funding; please make sure to include all sources of funding in your budget that may have already been identified on the application.
  - If applying for the *Micah 6:8 Grant*, please explain how these funds will help acts of justice, mercy and kindness.

## SECTION III:

- A fully executed signature page, including the District Superintendent's signature (not applicable for Micah grant applicants), must be attached to the application.

## APPLICATION EVALUATION

After the application deadline, all materials are reviewed by the Foundation Grants Committee. The Committee then makes a recommendation about recipient awards to the full Board of Directors to be voted on at the November Board Meeting. Should your program or ministry receive an award, you will be notified in the month of December via correspondence from Foundation staff.

Please contact us at [foundationgrants@vaumc.org](mailto:foundationgrants@vaumc.org) if you have any questions about Foundation grants or the grant application process.