

October 4, 2017

RE: 2018 funding request for consideration by the Canterbury United Methodist Church Outreach Team (the “Team”)

To whom it may concern:

Your organization is either a recipient of funds from the Outreach 2017 budget or has expressed an interest in submitting a funding request for consideration with regard to the Outreach 2018 budget. In order to better evaluate the many funding requests received by the Team, we have created the enclosed Guidelines for Funding Request Applications and Outreach Team Funding Request Application.

The Team will consider all grant requests for calendar year 2018 during our budget meetings in January 2018. **You will be notified about funding decisions in writing by the end of February 2018.** Should your ministry be chosen as a recipient, initial funds will be disseminated beginning in March. In order to be considered for inclusion in the Team's 2018 budget, please complete and return the Outreach Team Grant Application on or before **January 12, 2018** to the following address:

Canterbury United Methodist Church
350 Overbrook Road
Birmingham, AL 35213
Attention: Outreach Team
2018 Ministry Review

A reminder that most funds will go towards direct need requests (food, shelter, health – Think Matthew 25) and as your impact can connect with the Avondale (35212,35222) community, please emphasize in your request.

Thank you for all that you do to help those in need. Please contact Rachel Estes, Director of Outreach at Canterbury UMC at 205-874-1566 if you have any questions regarding the attached or if we can provide further information.

Sincerely,

Mary Frances Somerall
2017 Outreach Team Chair

Enclosures

CANTERBURY UNITED METHODIST CHURCH OUTREACH TEAM

Guidelines for Grant Applications

The Outreach Team of Canterbury United Methodist Church (the “Team”) is charged with evaluating requests for assistance from local, regional and international organizations serving those in need. These guidelines are designed to inform prospective grant applicants on the criteria utilized to evaluate grant requests.

DEADLINES

The deadline for grant applications is **January 12, 2018**. You will be notified in **February of 2018**. Should your ministry be chosen as a recipient, initial funds will be disseminated in **March 2018**.

WHAT WE LOOK FOR

To make the greatest impact with the funds available, the Team concentrates on providing financial assistance to organizations operating in the following areas: healthcare, housing, education and basic necessities.

LIMITATIONS & RESTRICTIONS

The Team considers grant applications only from nonprofit organizations that have tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code. The applying organization must have received its Letter of Determination from the IRS and provide us with a copy of same with their grant application. No grants are made to or for political organizations, candidates for public office or to finance lobbying activities.

WHAT TO INCLUDE IN YOUR APPLICATION

An application form is attached hereto as Schedule 1. Applications must be submitted by hand or through the mail.

SUBMITTING AN APPLICATION

Please submit the following:

1. **A cover letter signed by your Director and/or Board Chair which includes:**
 - Name, address, phone, fax numbers and e-mail addresses of the organization
 - Name and title of the contact person
2. **The completed application in the form attached.**
3. **A copy of the organization’s Letter of Determination from the IRS.**
4. **All pages submitted must be 8 ½ x 11 in size; no staples; no brochures.**

Each request is reviewed by the Ministry Review subcommittee of the Team before the Team’s annual budget meeting. The applicant will be contacted should additional information be required and/or if a site visit is deemed necessary in order to evaluate the application.

APPLICATIONS SHOULD BE RETURNED TO:

**Canterbury United Methodist Church
350 Overbrook Road
Birmingham, AL 35213
Attention: Outreach Team
2017 Ministry Review**

**CANTERBURY UNITED METHODIST CHURCH
OUTREACH TEAM FUNDING REQUEST APPLICATION
Deadline is January 12, 2018**

1. Name of applying ministry or organization:

2. Contact Person(name, title, phone, email):

3. Total cost of project or program: _____

4. Request from Canterbury Outreach Team: _____

5. Summary of proposed use of funds:

6. Are there other churches/organizations that support the project or program described in Item 5?

7. Do you receive other monies from Canterbury? If so, please list specifically Sunday School classes –(which ones), Beeson, Carpenter’s hands, United Methodist Women

8. Canterbury United Methodist Church members who hold leadership positions in your organization or are otherwise actively involved:

NAME

PHONE NUMBER/EMAIL

_____	_____
_____	_____
_____	_____
_____	_____