



MOUNT GRETNA UNITED METHODIST CHURCH

4th & Boehm Streets, Post Office Box 427
Mount Gretna, Pennsylvania, 17064

2027 DRENDALL ENDOWMENT FUND APPLICATION

THE WILLIAM (BILL) DRENDALL ENDOWMENT COMMITTEE seeks to honor Bill's memory by providing grants for Christian Ministries. We seek to support community and social service organizations that are consistent with the mission and values of the Mount Gretna United Methodist Church (MGUMC).

The mission of the Mount Gretna United Methodist Church is *to know Christ and make him known; to help people become, and grow, as followers of Christ; and to relieve suffering in our community and beyond through our members' ministries.*

Organizations applying for a grant must be a 501(c)(3) as designated by the IRS and must align with the mission and values of the Mount Gretna United Methodist Church.

All applications must be submitted by **January 15** of each calendar year. **Any application that misses this deadline will not be considered.**

The Endowment Committee will review the applications, notify applicants on the status of their grant (accepted or declined) and disburse funds by or before **April 15**. Given the limited funds available for grants, the Committee may choose to limit the amount per application to \$10,000.00 or less.

INSTRUCTIONS FOR COMPLETING 2027 Drendall Endowment Grant Application

We are providing two options for completing an application for a 2027 Drendall Endowment Grant.

Option 1: We are providing a fillable pdf form. Should you need space beyond what is provided, please create a word document to include with your application. When the form is complete, save it and email it to mgumc@verizon.net. The subject line should be: 2027 Drendall Endowment Grant application.

A free version of Adobe Acrobat is available at:
<https://get.adobe.com/reader/>

Option 2: We are also providing a standard Word document. You can print this and then fill it out. If you need space beyond what is provided, create a word document and include it with your application. Save the document as a pdf and email it to mgumc@verizon.net. The subject line should be: 2027 Drendall Endowment Grant application.

Submission Option:

Should you prefer, you may mail your application to:
Mount Gretna United Methodist Church,
P.O. Box 427, Mount Gretna, PA 17064.

INSTRUCTIONS FOR FOLLOW-UP REPORT 2027 Drendall Endowment Grant Application

Grant recipients must provide a follow-up report to the MGUMC office by January 31 of the following year. This follow-up report must:

- a. List the original goals and objectives of the project/program and how they were met.
- b. Describe the impact of this grant on how it helped your organization, supported the community or assisted the population you are serving.
- c. Describe any unanticipated benefits or challenges encountered.
- d. Account for how the funds were used. It is expected that any unused funds will be returned to MGUMC.
- e. Please share any additional pertinent information.

Email reports to mgumc@verizon.net.
Failure to submit this final report may affect approvals of future grant requests.

If you have questions, contact:
Margaret Hopkins, *Endowment Committee*
(email mah242@psu.edu)
or Carolyn Burns, *Office Manager*
(email mgumc@verizon.net).

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2027 DRENDALL ENDOWMENT FUND APPLICATION

Organization _____

Address: _____

Website address: _____

Contact Person

Name and Title: _____

Telephone: _____ Email: _____

Has the IRS determined your organization is a 501(c)(3)? ☐ YES ☐ NO

EIN Number: _____

Organizational mission statement:

Brief description of organization's current programs, activities and accomplishments.

Proposed Project/Program: _____

Project Start Date: _____ Project End Date: _____

Amount Requested: \$ _____ Total Project Cost \$ _____

Will there be future program costs? ☐ YES ☐ NO

If 'yes,' how will these be met? _____

Signature and Title of Person Applying: _____

Type or Print Name: _____

Please attach your organization's latest financial information such as IRS 990 Form and/or internally/externally prepared financial statements.

In a separate document, please provide an overview of proposed project/program that includes:

- Project/program goals and objectives.
- Statement of need.
- Impact of proposed project/program.
- Plan for how success/effectiveness of project/program will be defined and evaluated.

In a separate document, please provide a budget that supports the dollar amount requested.

- If you are requesting funds for a construction/renovation project, include at least one estimate from outside your organization that supports the dollar amount of your request.
- If your application involves design or printing of materials, provide at least one estimate of costs.
- If your project is estimated to cost more than the dollar amount of your request, indicate the source(s) of additional funds to complete the project.

2027 DRENDALL ENDOWMENT FUND APPLICATION CHECKLIST

(TO BE INCLUDED WITH APPLICATION)

It is the responsibility of the applying organization to ensure all requested documents are correct and included in the application. Incomplete applications will not be reviewed for possible funding.

As a helpful summary for applicants, below is a checklist of items that need to be included in your grant application. Please include this checklist with your application.

- ☐ EIN number is provided. Organizations must be a 501(c)(3) as designated by the IRS.
- ☐ Organization's mission aligns with the mission and values of the MGUMC.
- ☐ Mailing address provided. Should your application be approved, the check will be sent through the U.S. postal system.
- ☐ 990s and other financial documents (internally/externally prepared financial statements) are included.
- ☐ Application is signed and includes applicant's position. Contact information provided.
- ☐ Budget that supports the dollar amount requested, total cost of the project and funds on hand (if any) dedicated to the project.
 - If you are requesting funds for a construction/renovation project, include at least one estimate from outside your organization that supports the dollar amount of your request.
 - If your application involves design or printing of materials, provide at least one estimate of costs.
 - If your project is estimated to cost more than the dollar amount of your request, indicate the source(s) of additional funds to complete the project.
- ☐ Description of the project with:
 - Proposed goals/objectives.
 - Statement of needs to be addressed.
 - Impact of proposed program/project.
 - Plan for evaluating impact of proposed program/project.
 - Timeline of proposed program/project.
 - Letters of Support: If you are partnering with another organization, include a description of the support that the partner is providing.