



---

ASIAN AMERICAN LANGUAGE MINISTRY PLAN

---

Please return this application form and all other supportive documents to:

**Global Ministries**  
ATTN: Asian American Language Ministry Plan  
John Oda ([joda@umcmmission.org](mailto:joda@umcmmission.org))  
458 Ponce de Leon Avenue NE, Atlanta, Georgia 30308  
404-460-7104

---

**FOR OFFICE USE ONLY**

Date application received: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Name of the project: \_\_\_\_\_

MOB number: \_\_\_\_\_

Previous evaluation received      Yes \_\_\_\_\_      No \_\_\_\_\_      N/A \_\_\_\_\_

Review and approval:      Recommended \_\_\_\_\_  
   Not Recommended \_\_\_\_\_  
   Referred back \_\_\_\_\_

Rationale: \_\_\_\_\_

Amount recommended: \_\_\_\_\_

Timeline:      Notification date: \_\_\_\_\_

Disbursement date: \_\_\_\_\_

Evaluation sent date: \_\_\_\_\_      Received date: \_\_\_\_\_



## ASIAN AMERICAN LANGUAGE MINISTRY PLAN

### FUNDING APPLICATION GUIDELINES

#### Application Timeline

There are varying application deadlines based upon the amount of the funding request. Grants will be reviewed by Global Ministries staff monthly. Applications received by the first of the month will be processed during that month and distributed after final approval at the end of the month.

**GRANTS \$100-\$5,000**

REVIEWED/DISTRIBUTED EVERY 1/3 MONTHS

**GRANTS \$5,001-\$9,999**

REVIEWED/DISTRIBUTED EVERY 2/4 MONTHS

Any request for funding a ministry with a start date of less than 45 days prior to the grant being submitted will not be considered. Forty-five days minimum is needed to process and disburse grants under \$10,000. Grants over \$10,000 need 5 months to be processed and disbursed.

	Spring	Fall
<b>Application for grants \$10,000+ due dates</b>	<b>June 15<sup>th</sup></b>	<b>November 15<sup>th</sup></b>
Review and approval by GBGM staff and leadership	July - August	December - February
Review and final approval by GBGM Board of Directors	October	April
Notification	2 weeks after final approval	2 weeks after final approval
1 <sup>st</sup> Disbursement	November	May
<b>Evaluation due date</b>	An evaluation questionnaire must be completed one month prior to the end of the funding year or when the project is completed.	

### **Funding Criteria**

The Asian American Language Ministry (AALM) was established by the General Conference of The United Methodist Church to strengthen the ministries of Asian American communities. Funding is provided annually for projects and programs that meet the following goals as mandated by the General Conference and the priorities established by the AALM Committee:

- ◆ Leadership Development
- ◆ Church Growth
- ◆ Ministry with the Poor
- ◆ Language Resources and Materials

Grants are provided as seed money or matching funds only. All grants must be endorsed by the district superintendent, caucus leadership and/or the annual conference.

Church growth grants are normally made on an annual basis. A multi-year project can reapply each year for up to 3 years with: a new application, an evaluation report and a recommendation from the annual conference. Projects/programs with the strongest potential for viability and sustainability will be given priority. At this time, AALM will not fund building projects or building repairs.

### **Objective Priorities**

Under the goals to reach the General Conference mandates, the Asian American Language Ministry Plan has identified additional objectives to prioritize our grant-funding and programmatic work on behalf of the church. The following objectives help us focus on programs and ministries that contribute to increasing Asian American ministries that are culturally relevant and sensitive to Asian American communities in the U.S.

#### ***FOCUS 1: Leadership Development***

- 1.1 – Training and recruiting clergy and lay leadership by identifying, recruiting and cultivating people who can offer pastoral leadership and community organization.
- 1.2 – Develop youth leadership by identifying, recruiting and encouraging young leaders on a regular basis.
- 1.3 – Develop young adult leadership by reaching out with programs and mission opportunities that are aimed at encouraging them to contribute to the church.



---

## ASIAN AMERICAN LANGUAGE MINISTRY PLAN

---

### ***FOCUS 2: Church Growth***

- 2.1 – Develop new and existing language ministries through partnering with annual conferences to see the larger picture and realize the importance of ministries among Asian Americans to assist with resources (financial, human, technical, etc.) for a fruitful and productive ministry.
- 2.2 – Develop multi-racial, next generation ministries by directly assisting in the development of several new intentional multi-racial/cultural, next generation church starts.

### ***FOCUS 3: Ministry with the Poor***

- 3.1 - Develop community outreach ministries by partnering with districts and annual conferences in responding to ministry with the poor in their respected Asian American areas.

### ***FOCUS 4: Language Resources and Materials***

- 4.1 – Develop relevant resources, culturally sensitive written materials and audio-visual resources that are needed for particular Asian language groups.

### **Funding Process**

#### **1. Initial consultation**

When a request for funding is received by the office for Asian American Language Ministries at the General Board of Global Ministries, the staff/designee conducts a phone and/or email conference with the representative of the organization (i.e., DS, conference staff, local church pastor or caucus person, etc.) making a request to obtain the information about the application and to mutually discern whether it is within the General Conference mandate and priorities as established by the Asian American Language Ministry Committee.

#### **2. Application process**

Following the initial consultation, an application is sent to the representative of the entity making the request. It will be the responsibility of the organization to prepare the application and return it to the AALM/Global Ministries office.

#### **3. Review and approval process**

When the application is completed and submitted to the office, the staff will review it. The staff will then prepare the GBGM Funding Request Form to be submitted to GBGM leadership for its approval. After the GBGM leadership approves it, any amount over \$10,000 will be submitted to the AALM Funding Review Committee and the GBGM Board of Directors for final approval; the board meets in the spring and fall of each year.

4. Notification process

Once the GBGM Board of Directors approves the grant application, the AALM office will mail the Letter of Approval and Agreement Form to the representative and others involved in the application process. The representative of the entity making the request is required to return the Agreement Form with his/her signature to the office.

5. Fund release

After receiving the Agreement Form, the office will complete the paper work for the release of the funds and notify the GBGM Treasury of the completion. The actual check will be released directly to the payee indicated on the application form.

6. Evaluation process

Each project which receives funding from AALM is required to engage in an evaluation process. The mandatory evaluation questionnaire will be mailed to the person in charge of the project along with the funds near the end of the funding cycle. The questionnaire is to be completed and returned with the summary report by one month prior to the end of the funding cycle or when the project is completed. For projects that receive more than \$10,000 from AALM, a site visit is required as a part of the evaluation process.



## ASIAN AMERICAN LANGUAGE MINISTRY PLAN

PROJECT IDENTIFICATION INFORMATION	
Name of project and church/caucus	Name of ministry, project or event:
	Name of church or caucus:
Date of application submitted:	Amount requested:
Name and address of annual conference (for church):       Name and address of jurisdiction:	Name and address of district (for church):
Racial/ethnic group:	Specify language spoken:
Amounts and years of previous funding:  \$_____/year ____;  \$_____/year ____;  \$_____/year ____;	Starting date of the project or dates of the event being planned:



## ASIAN AMERICAN LANGUAGE MINISTRY PLAN

\$_____ /year _____			
<b>CONTACT INFORMATION</b>			
<b>Information of pastor or responsible leader</b>			
Name:			
Street:			
City:	State:	Zip:	Email:
Telephone Home:	Office:		Cell:
<b>Information of individual submitting request/contact person</b>			
Name:		Title or position/church or caucus:	
Street:			
City:	State:	Zip:	Email:
Telephone Home:	Office:		Cell:
<b>Payee (conference or caucus treasurer) information</b>			
Name of payee:		Title or position:	
Name of conference or caucus:			



## ASIAN AMERICAN LANGUAGE MINISTRY PLAN

Street:			
City:	State:	Zip:	Email:
Telephone Home:	Office:		Cell:
<p style="text-align: center;"><b>DESCRIPTION OF PROJECT</b></p> <p><i>Describe with specifics the ministry, project or event for which the grant is being requested. Answer all <b>pertinent</b> questions.</i></p> <ol style="list-style-type: none"> <li>1. Describe the setting, situation and dynamic of the project and how it addresses the goals and objectives of the Asian American Language Ministry Plan.</li> <li>2. What needs will this ministry meet?</li> <li>3. How are you planning to achieve the goal/s?</li> <li>4. Vision and description for this new ministry:</li> <li>5. What are the short-term and long-term plans for this ministry?</li> <li>6. How is the community or ethnic constituency involved with the church/organization?</li> <li>7. Budget:             <ul style="list-style-type: none"> <li>- Anticipated income (sources must be specific):</li> <li>- How will the AALM grant be used?</li> <li>- If funding is sought for a staff position, please attach the job description. If you know the person who would serve in this position, attach a copy of their biography or resume.</li> <li>- Expenditures and income should reconcile.</li> <li>- Provide the most recent financial statement or budget for the current and past years prior to this year.</li> </ul> </li> </ol>			





---

## ASIAN AMERICAN LANGUAGE MINISTRY PLAN

---

*The General Board of Global Ministries of The United Methodist Church seeks to assure the physical and sexual safety, emotional well-being and spiritual health of children, youth and adults. Please demonstrate in your application the means by which your program or project ensures compliance with this standard. These statements must show how your church/organization strives to create a safe program.*

Additional information can be requested from the signers of the application by AALM staff as needed.



## ASIAN AMERICAN LANGUAGE MINISTRY PLAN

BUDGET INFORMATION			
INCOME; specify application status (approved or pending)		EXPENSES; please be specific	
Local church/charge:			
Annual conference/district:			
Other sources: list each separately			
GBGM:			
Community organizations:			
GRAND TOTAL INCOME		GRAND TOTAL EXPENSES	

**Review by district superintendent (or caucus chair if a caucus project)**

Name (Print): \_\_\_\_\_

Conference: \_\_\_\_\_ District: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Office: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_



---

## ASIAN AMERICAN LANGUAGE MINISTRY PLAN

---

My signature below confirms that I have reviewed the application and/or that I am otherwise knowledgeable about the project and its current proposal before the General Board of Global Ministries.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_