**FUNDING APPLICATION GUIDELINES**

# Application Timeline

Ninety days minimum is needed to process and disburse grants under $20,000. Any request for funding a ministry with a start date of less than 90 days prior to the grant being submitted will not be considered. Grants over $20,000 need five months prior to the event/project’s start date to be processed and disbursed.

Grants less than $20,000 are reviewed and approved by the AALM Funding Review Committee and affirmed by GBGM staff and Senior Leadership Team.

# Fall Spring

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| **Application Due Dates for Grants over $20,000** | **June 15th** | **November 15th** |
| Review & approval by AALM Funding Review Committee, affirmation by GBGM staff & Senior Leadership Team | July-August | December – February |
| Review & Final Affirmation by  The GBGM Board of Directors | October | April |
| Notification | 2 weeks after final approval | 2 weeks after final approval |
| 1st Disbursement | November | May |
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| **Evaluation Due Date** | 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 Caucus Leadership and may require annual conference communication.

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 Ministries 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 the Asian American communities in the US.

## FOCUS 1: Leadership Development

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

## FOCUS 2: Church Growth

* 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. – 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. Review and approval process

All complete applications submitted to the AALM office are reviewed by AALM Staff and the AALM Funding Review Committee. Grants less than $20,000 are reviewed and approved by the AALM Funding Review Committee and affirmed by the GBGM Senior Leadership Team. Grants more than $20,000 are approved by the AALM Funding Review Committee, AALM Executive Committee, AALM Full Committee, and affirmed by the GBGM Senior Leadership Team and GBGM Board of Directors.

Grants less than $20,000 are approved and affirmed monthly. Grants less than $20,000 must be submitted **at least 90 days prior** to the start of the program. **Total grant approval time may take 60-80 days.**

Grants greater than $20,000 are approved and affirmed in the Spring and Fall. Grants greater than $20,000 must be submitted **at least 6 months prior** to the start of the program by May 15 (Fall programs) or November 15 (Spring programs).

Once grants are approved, grantees will receive a Letter of Approval and Grant Agreement form. The Grant Agreement form must be submitted to the AALM office prior to receiving grant funds. Funds are released via ACH transfer within 5 business days of receiving the Grant Agreement to the payee indicated on the application form.

1. Evaluation process

All AALM grant recipients are required to submit an evaluation report either at the end of the program, or within 1 year. The evaluation must be submitted to the AALM office. Program grants over $20,000 are required to participate in a site visit by AALM staff in addition to the required written evaluation.