

Please return this application and all other supportive documents to:

Dana Lyles, PhD

Pacific Islander Ministry Plan

dlyles@umcmission.org

<http://www.umcmission.org/Connect-with-Us/NationaI-Plans/Pacific-Islander-National-PIan>

**FOR OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOB Numbe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Evaluation Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review & Approval: \_\_\_Recommended

 \_\_\_Not Recommended

 \_\_\_Referred Back

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

Amount Recommended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timeline:

 Notification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Disbursement Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Evaluation Sent Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Evaluation Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Timeline**

The appropriate application should be carefully prepared and submitted by one of the following deadlines. All applications must be submitted annually.

Any request for funding a ministry/program/project with a start date of less than 60 days prior to the grant will not be considered. Sixty days minimum is needed to process and disburse grants under $20,000. Grants over $20,00 need five months to be processed and disbursed.

|  |  |  |
| --- | --- | --- |
|  | **Spring** | **Fall** |
| **Application Due Date** | June 15 | November 15 |
| Review and Approval by GBGM Staff | 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 |
| **Evaluation Due Date** | **One year after grant is received, or the conclusion of the event** | **One year after grant is received, or the conclusion of the event** |

**Funding Criteria**

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

* Congregational Development
	+ Develop New Churches
	+ Revitalize Existing Churches
* Leadership Development
	+ Training Event
	+ Scholarship for training
	+ Recruitment of pastoral and lay leadership
* Development of Language Resources and Materials

All applicants should first contact the staff liaison for the Pacific Islander Ministry Plan for initial consultation. **Grants are provided as seed money or matching funds only.**

Congregational development grants are made on an annual basis; a multi-year project can reapply each year with a new application, an evaluation report, and a recommendation from the annual conference up to three years. Projects/projects with the strongest potential for viability and sustainability will be given priority.

**Funding Process**

1. Initial consultation

When a request for funding is received by the office of the Executive Secretary for Pacific Islander Ministries at the General Board of Global Ministries, the staff 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 Pacific Islanders Ministry Plan Advisory Committee.

1. 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 GBGM office.

1. 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 the GBGM Cabinet for its approval. After the GBGM Cabinet approves it, it will be submitted to the GBGM Board of Directors for final approval; the board meets in spring and fall.

1. Notification process

Once the grant is approved by GBGM, the PIM office will email 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.

S. Fund release

After receiving the Agreement Form, the office will complete the paperwork 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.

1. Evaluation process

Each project which receives funding from PIM plan is required to engage in an evaluation process. The mandatory evaluation questionnaire will be mailed to the person in charge of the project with the fund, as well as near the end of the funding cycle. The questionnaire is to be completed and returned to the office along with the summary report by one month prior the end of the funding cycle or when the project is completed. For projects which receive more than $20,000 from PIM plan, a site visit is required by the staff as a part of the evaluation process.

**Application**

Please complete the information below.

|  |  |
| --- | --- |
| Ministry Project Name |  |
| Church Name |  |
| Address |  |
| Annual Conference |  |
| Language Spoken | \_\_\_Fijian\_\_\_Samoan\_\_\_Tongan\_\_\_Other |
| Name of Pastor or Contact Person |  |
| Email of Pastor or Contact Person |  |
| Telephone Number |  |
| Name of Person Completing Application |  |
| Email of Person Completing Application |  |
| Telephone Number |  |
| Caucus Chair  |  |

Please complete the following questions:

1. **History and Community Context (Please describe the church and the community).**
2. **Church Activities/Programs/Ministries**
3. **Describe the proposed program/project/ministry.**
4. **What problem is the proposed program/project/ministry addressing? Who is most affected?**
5. **What are the goals, objectives and desired outcomes?**
6. **Who are the direct beneficiaries of the project? (Please list the approximate number)**

\_\_\_\_\_Children

\_\_\_\_\_Youth

\_\_\_\_\_Men

\_\_\_\_\_Women

1. **What steps will be taken to ensure that the project continues, and how will it be evaluated?**
2. **Budget**

Churches **must** contribute at least 10% of the requested grant amount, and the contribution must be reflected in the income section of the budget. **The total income must equal the total expenses**.

1. Provide the **INCOME FROM ALL** sources for your ministry project

|  |  |
| --- | --- |
| **INCOME** |  |
| PIM-Plan Grant | $ |
| Applicant Contribution | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **TOTAL** | $ |

1. Please indicate **EXPENSES FOR EACH** component of your ministry/project

|  |  |
| --- | --- |
| **EXPENSES** | **TOTAL** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **TOTAL** | $ |

#  **Please attach church’s child protection/Safe Sanctuaries policy.**

**Connectional Review**

**Review by District Superintendent**

|  |  |
| --- | --- |
| District Superintendent Name |  |
| Conference |  |
| District |  |
| Address |  |
| Email |  |
| Telephone Number |  |

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 Pacific Island Ministry Plan and the General Board of Global Ministries.

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

**Caucus Review**

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 Pacific Island Ministry Plan and the General Board of Global Ministries.

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