



**The General Board of Church and Society
The United Methodist Church**

**Send only completed applications to:
Education and Leadership Formation
General Board of Church and Society
The United Methodist Church
100 Maryland Avenue, N.E., Washington, DC 20002
Fax: 202-488-5639**

Questions please contact:

Marvlyn Scott: msscott@umc-gbcs.org
Reverend Neal Christie: Nchristie@umc-gbcs.org

HUMAN RELATIONS DAY GRANT APPLICATION

**APPLICATION FORM AND GUIDELINES
2013-2016**

BACKGROUND

According to the 2008 Book of Discipline, the purpose of the General Board of Church and Society shall be to:

...relate the gospel of Jesus Christ to the members of the Church and to the persons and structures of the communities and world in which they live. It shall seek to bring the whole of human life, activities, possessions, use of resources, and community and world relationships into conformity with the will of God. It shall show the members of the Church and Society that the reconciliation that God effected through Christ involves personal, social and civic righteousness. (¶ 1002)

Required Steps

- Plan** ahead to meet the posted deadline
- Review** eligibility requirements and objectives
- Request** Bishop's or Bishop's designee letter in time to be included with application. No application will be considered without this letter of support and signature.
- Prepare** project description and budget and include a copy of your organization's budget.
- Fill in** application form completely and accurately.

ONLY COMPLETED APPLICATIONS WILL BE REVIEWED

(Please read instructions carefully)

THE GENERAL BOARD OF CHURCH AND SOCIETY

According to the 2012 *Book of Discipline* (Paragraph 1002), the purpose of the General Board of Church and Society (GBCS) shall be to:

[R]elate the gospel of Jesus Christ to the members of the Church and to the persons and structures of the communities and world in which they live. It shall seek to bring the whole of human life, activities, possessions, use of resources, and community and world relationships into conformity with the will of God. It shall show the members of the Church and Society that the reconciliation that God effected through Christ involves personal, social and civic righteousness.

As one of the four international program boards of the United Methodist Church, GBCS:

- Seeks to implement *The Social Principles* and other General Conference policy statements related to social concerns (i.e., The Book of Resolutions).
- Enables church members to identify and respond to critical social justice issues. Throughout the United Methodist connection, GBCS provides resources and training for Christian Social Action at community, state and regional levels.
- Expresses to the church and to the world its convictions, interpretations and concerns, recognizing the freedom and responsibility of all Christians to study, interpret and act on social justice issues. Located at the United Methodist Building on Capitol Hill, the GBCS provides a key witness to lawmakers on issues of moral concern.

THE GBCS HUMAN RELATIONS DAY GRANTS PROGRAM

The purpose of the GBCS Human Grants Day Grants (HRDG) is to provide funding to promote ministries that respond to non-violent young offenders through education, advocacy, or leadership training and development.

January 20, 2008: Human Relations Day is one of the opportunities for United Methodist Churches to celebrate our connectional work. This day of social action and raising awareness aims to heal social ills at the national level. It supports the Youth Offender Rehabilitation Program.

In The United Methodist Church calendar, Human Relations Day happens the Sunday immediately following the observance of Martin Luther King, Jr.'s birthday. The juxtaposition of these two very special days is not a coincidence. The United Methodist *Book of Discipline* describes the purpose of Human Relations Day as a call to "the Church to recognize the right of all God's children in realizing their potential as human beings in relationship with each other."

INSTRUCTIONS FOR SUBMITTING A FUNDING APPLICATION

1. Eligibility requirements. To apply for funding from the HRDG Program, the applicant must be a:
 - United Methodist local church, district, conference or other affiliated group/organization
 - Ecumenical group/organization working with and through at least one United Methodist agency or organization, whose program impacts at least one United Methodist local church.

2. Complete an HRDG **application**. Make sure that your proposal meets all program requirements stated on page iii. Plan ahead so that you can secure all of the necessary signatures on the endorsement page of the application by the deadline. Applicants may seek assistance from GBCS staff in completing grant applications. **No application shall be accepted after the deadline.**

3. Submit the completed application postmarked by one of the following **deadlines**:

January 10th for the March funding cycle
August 10th for the October funding cycle

Send the application to:

Ministry of Education and Leadership Formation
 General Board of Church and Society
 The United Methodist Church
 100 Maryland Avenue, N.E.
 Washington, D.C. 20002
 Fax: (202) 544-0390 (Send an original by mail, if you fax the application)
E-mail: Nchristie@umc-gbcs.org
Mscott@umc-gbcs.org

AFTER SUBMITTING AN APPLICATION

1. Upon receiving an application, GBCS will send the applicant a letter of acknowledgment with a cc: to persons indicated on page 7 of the application.

2. The Assistant General Secretary (AGS) and GBCS staff will make initial recommendation and provide a summary to the grants committee for their consideration.

3. Grant decisions are communicated in writing to the applicant soon after each fall and spring board meeting.

FOR MORE INFORMATION

Please contact the Ministry of Education and Leadership Formation at the address and fax above or call (202) 488-5611 or (202) 488-5643.

Marvlyn Scott MScott@umc-gbcs.org or the Rev. Neal Christie Nchristie@umc-gbcs.org

The *2012 Book of Discipline* of The United Methodist Church directs the General Board of Church and Society to: <http://umc-gbcs.org>.

- Seek implementation of the Social Principles and other social policy statements of the General Conference.
- Project plans and programs that challenge members of The United Methodist Church to work through their own local churches, through ecumenical channels and through society toward personal, social and civic righteousness.
- Assist districts and annual conferences with needed resources.
- Analyze issues confronting persons, local communities, the nation, and the world.
- Speak to the church and to the world, its convictions, interpretations, and concerns, providing “forthright witness on social issues”.
- Recognize the freedom and responsibilities of all United Methodists to study, interpret, and act on any or all recommendations in keeping with their own Christian calling.
- Develop, promote and distribute resources and conduct programs to inform, motivate, train, organize and build networks for action toward social justice throughout society — particularly on the specific social issues that the Board has set as high priorities.
- Analyze long-range social trends underlying ethical values, systemic alternatives, and strategies for social change.
- Encourage Christian lines of action that assist humankind to move toward a world of peace and justice.
- Enable church members through conferences, districts, coalitions and networks to identify and respond to critical social issues at the community, state and regional levels.
- Conduct a program of research, education and action — consistent with the Social Principles and the policies adopted by General Conference — on the wide range of issues confronting church and society.

APPLICATION AND HRDG PROGRAM GUIDELINES

1. The program/project must be initiated by or developed in partnership with one or more specific United Methodist church.
2. The program/project must focus on needs of non-violent juvenile youth offenders as they address one or more chronic social problems or concerns (e.g. housing, employment, health care, human rights, education, the environment, racism etc.). (See *The Social Principles of The United Methodist Church*).
3. All applicants must have a supervisory board which shall make all policy decisions and be composed of a majority of members of The United Methodist Church.
4. The program/project should engage in one or more of the following strategies:
 - **Social Justice Education** To teach people about social justice, economic, public policy and environmental, justice issues. Education may take place through seminars, workshops, consultations, and/or the development of resource materials.
 - **Leadership training and development** for people to become catalysts for change and witnesses to social, economic and public policy issues within and beyond the church. This can occur through seminars, workshops, consultations and internships.
 - **Public Policy Advocacy** monitoring of issues that impact the lives of non-violent youth offenders in the church and society (e.g. legislation on immigration, racially motivated violence, criminal justice, employment, etc.)
 - **Connecting Justice with Mercy** assisting and supporting non-violent youth offenders as they make faithful connections between acts of mercy and systemic advocacy for justice in the local, national and global community.

Consider these definitions as you submit your proposal:

A. Justice has to do with fairness, with what people deserve. It results from **social structures** that guarantee moral rights. **Charity** has to do with benevolence or generosity. It results from people's good will and can be withdrawn whenever they choose.

Upon receipt of a completed grant application, GBCS staff will conduct an initial review of the application to consider its conformity with these guidelines. **Incomplete applications will not be reviewed.** Please use the checklist at the front of the application to ensure that your proposal is complete.

B. Advocacy is acting, speaking or writing in support of a person or an issue. An **Advocate** is one who works for social change through addressing policy or programs on behalf of a group of people.

7. Each funding request will be considered on its own merits (with no required minimum or maximum amount) and with consideration for the availability of funds.
8. All funding from GBCS must be used for actual programmatic components of the program/project and not for salaries, purchase of equipment, purely administrative costs, and direct delivery of services or building construction. GBCS will not fund a publication unless it is in the context of a larger program/project.
9. The intent of the HRDG Program is to provide start-up money for programs/projects. Therefore, the HRDG Program gives priority to first time applicants. After receiving a grant from GBCS, applicants may submit an application in subsequent funding cycles only if the program/project has a new focus.
10. Where applicable, program/project leadership must consult with the appropriate District Superintendent, Resident Bishop or his/her designee, the Conference Director of Connectional Ministries Director, the Conference Board of Church and Society Chairperson, (or the responsible constituent bodies)..
11. Applicants must meet all of the above eligibility requirements and submit a complete application by the deadline.

ONLY COMPLETED APPLICATIONS WILL BE REVIEWED

***Deadlines: January 10th
August 10th***

GENERAL BOARD OF CHURCH AND SOCIETY OF THE UNITED METHODIST CHURCH

HUMAN RELATIONS DAY GRANTS PROGRAM
APPLICATION
 2013-2016

I. IDENTIFICATION FACTS

AMOUNT REQUESTED: _____

A. Title of program/project: _____

B. Name of group(s) applying: _____

C. What type of group(s) do you represent? (Check one or more if multiple groups applying.)

<input type="checkbox"/> Local Church	<input type="checkbox"/> Conference	<input type="checkbox"/> Other affiliated group/organization
<input type="checkbox"/> District	<input type="checkbox"/> Racial/Ethnic Caucus	<input type="checkbox"/> Ecumenical group/organization working with and through a United Methodist agency (agencies) or organization

D. What is your Conference? _____ Jurisdiction: _____
 (For Local Church and District only.)

E. Mailing address: _____ E-mail: _____

City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____

F. Program/Project Director(s):

G. Contact Person (If different than F):

FOR OFFICE USE ONLY:

Received:

(Date Stamp Here)

Log Number:

II. PROGRAM/PROJECT DESCRIPTION

To respond fully to the questions, you may use additional pages or reproduce pages 2-3. On reproduced pages, be sure to copy the questions when answering them.

1. What type of activity does your program/project engage in? (May check more than one. See item 6 p. iii for a description of these activities).

Public Policy Advocacy Leadership Training & Development Social Justice Education

Connecting Mercy with Justice

2. Check if your program/project is:

A new initiative An ongoing program/project (If so, please provide a brief history) **Priority is given to new and emerging programs.**

3. What are the **needs** that your program/project addresses? How do they relate to the Social Principles of the United Methodist Church?

Does your congregation pay its Conference and World Service apportionments in full? *The required signature from the District Superintendent, Bishop or other Conference representative named on the application signature page confirms this.*

Yes

No

4. Name the **assets** in the community that you will build on. Include all **institutional partnerships** that you will align to meet your program outcomes. What works in the community? What institutions will you or do you partner with, such as schools, businesses, faith communities, elected officials, civic groups, advocacy groups?

5. Describe your **objectives** that this proposal addresses and how they will be evaluated. *(Please Be Specific.)*

6. Describe the **components** of your program/project and how it fulfills these objectives.
(Please be specific.)

7. How does this social justice program/project **strengthen** one or more United Methodist ministries that address and empower non-violent youth offenders through education, leadership training and development, public policy advocacy, connecting mercy with justice, or organizing for systemic change?

8. Describe the **racial and ethnic background** of the majority of those who will be effected by the program/project? **Give percentages if possible.**

9. Describe the ethnic background of those that will work in the program/project? **Give percentages if possible.**

10. Submit detailed schedule/time table **by month and year** that you will follow to complete, evaluate, and follow-up the program/project as funded by GBCS?

11. What are the specific **outcomes** that you expect to achieve when the program/project is completed according to the time table in item 10?

12. How do you plan to **measure and evaluate** the achievement of outcomes set outlined in item 11?
(Please Be specific.)

III. FUNDING REQUEST

1. Requested amount from GBCS:

2. Has your group received previous funding from the HRDG Program?

No

Yes. If so:

How much and when?

Title of the previous program/project:

3. If applicable, describe your plan for funding this project beyond the current grant.

IV. FINANCIAL INFORMATION**ANTICIPATED INCOME**

Line#	Description of Income	Amount(S)
	United Methodist	
1	General Board of Church and Society	
2	Other General Agencies (specify)	
3	Conference	
4	District	
5	Local Church(es)	
6	Other denominations (specify)	
7	Individual Donations	
8	Registration fees	
9	Foundations (specify)	
10	Government agencies	
11	Other (specify)	
	Total Anticipated Income	
12	In Kind (specify)	
13		
14		
15		
	Total In-Kind Income:	
	TOTALS	

APPLICATION WILL BE CONSIDERED INCOMPLETE IF SPECIFIC FUNDING SOURCES OTHER THAN GBCS ARE NOT LISTED.

PROPOSED PROGRAM/PROJECT BUDGET

WE DO NOT FUND SALARIES

Line #	Description of Anticipated Expenses*	Amount to be Funded by GBCS(\$)	Amount to be Funded by Other Sources(\$)	Subtotal (\$)
	TOTAL(S)			

*Be as specific as possible (use additional pages as needed).

What period of time do you anticipate incurring the above expenses? (Please give specific dates).

V. ORGANIZATION AND POLICY-MAKING

Please identify the leadership of your program/project's supervising board.

Name and Address**Title or Position****Racial Ethnic Group****Phone Number****Email**

VI. ENDORSEMENTS

Before final approval, the funding application must be reviewed and endorsed by the designated persons below. These persons and GBCS members residing in the program/project's conference will be notified of both the receipt of the proposal and action taken on it by the General Board of Church and Society.

I have reviewed the above proposal and believe it is a means of strengthening and developing ministries with and for non-violent youth offenders.

Title	Name and Address	Phone	Signature	Date
Local Church Pastors (if applicable) P Endorsement letter enclosed				
District Superintendent P Endorsement letter enclosed				
Conference Director of Connectional Ministries P Endorsement letter enclosed				
Conference Board of Church and Society Chair* P Endorsement letter enclosed				
Resident Conference Bishop (or designee)* P Endorsement letter enclosed				

* or equivalent responsible constituent body or appropriate person.