



508 Franklin Road, Franklin, TN 37069 615-790-2112, [www.christumcfranklin.org](http://www.christumcfranklin.org)

### **The Frank & Betty Evans Mission Fund Grant Guidelines**

Annual Outreach Grants are funded by The Frank & Betty Evans Mission Fund (Evans Fund) through an Endowment gifted to Christ UMC from the Evans estate. Frank & Betty Evans were generous members of the Christ UMC congregation for many years and gave sacrificially to God and the Church from their gratitude for his blessings. They entrust Church leadership to direct their gifts responsibly.

Christ UMC considers the following values as a way of prioritizing organizations and initiatives we elect to partner with financially:

- Congruence with the mission of Christ UMC “To be In Relationship with God’s Hurting World”.
- Emphasis on equitable relationships between the organization and those served.
- Focus on long-term development with measureable impact, as opposed to short-term relief or rehabilitation.
- Potential impact of Christ UMC’s contribution to the organization offering a strong service and volunteer opportunity to the congregation.
- Robust relationships existing or desired between Christ UMC and the organization in ways other than financial.
- The applicant organization must be focused in one or more of the following areas: Poverty, Homelessness, Hunger, Human Development or Social Justice.

### **Eligibility**

The Evans Fund makes grants to nonprofit, tax exempt organizations with current 501(c)(1), (2) or (3) status.

Christ UMC awards grants only once each calendar year and considers only one application from an organization within a calendar year. Grant awards will be a minimum of \$1,000 and a maximum of \$5,000.

Grant funds must be used to provide services in the Middle Tennessee Greater Nashville Area.

The intended use of funds must address on or more of the following areas: Poverty, Homelessness, Hunger, Human Development or Social Justice.

Funds may not be used to supplant or increase a funding line item of the Christ United Methodist Outreach Committee.

Funds may NOT to be used for Capital Expense, Travel or Entertainment.

## **Grant Application**

An organizations applicant must submit **five (5) complete, collated applications**, including:

- The 2020 Evans Fund application, fully completed with additional sheets attached if needed. A blank Funding Application is attached to these instructions. An electronic version is available at [ChristUMCFranklin.org](http://ChristUMCFranklin.org)
- The latest IRS letter(s) regarding the current tax-exempt status under Section 501(c)(1), (2) or (3) of the Internal Revenue Code.
- A current and accurate list of the organizations Board of Directors or Trustees.
- The current budget for the specific project for which funding is sought.
- From the most recent audit, enclose only the opinion statement from the accounting firm.
- From the most recent 990 report, enclose only the first page.

Mail or deliver five (5) complete, collated copies of your application by Sunday, November 1, 2020 to:

**Christ United Methodist Church  
508 Franklin Rd.  
Franklin, TN. 37069  
Attention: Outreach Committee Chair**

E-mail submissions will not be accepted. However, electronic version is available at [ChristUMCFranklin.org](http://ChristUMCFranklin.org). Incomplete applications will not be considered.

## **Commitment to Informed Grant-Making**

Christ UMC performs due diligence on all funding applicants to ensure that they are effective and healthy non-profit organizations. Christ UMC takes into consideration not only written application, but also the results of telephone interviews, site visits and public records if necessary.

Additional documents may be required prior to awarding of grant including, but not limited to, Annual Operating Budget, Current Balance Sheet, Additional Audited Information, Profit/Loss Statement, etc.

## **Grant Period**

Christ UMC intends to make Evans Fund Grant disbursements prior to February 28, 2021. Organizations receiving funds must complete all program expenditures by December 31, 2021.

A formal report is to be submitted to Christ UMC Outreach Committee 30 days upon completion of the project or by December 31, 2021, for which funds were used. This report is to address: population served, measureable impacts achieved, success/failures (if any) and areas of improvement recognized. If no report is submitted there will be no future disbursement to an organization receiving funds.

## **Not All Projects Can Be Funded**

The Christ UMC Lead Team has the responsibility for the final approval of each grant. Since we may receive funding requests that exceed our grant budget, we cannot fund every worthy project. A decision not to fund a proposal does not reflect on the merits of the proposal or applicant organization. Grants are awarded on the merits of the grant request yearly. Organizations should not expect that prior awards guarantee future awards.

All questions should be directed to the Christ UMC Outreach Chairperson. Please email Susan Minor at [susanwminor@gmail.com](mailto:susanwminor@gmail.com) if you have any questions.



## **2020 Frank & Betty Evans Grant Application**

**Submission Deadline: Sunday, November 1, 2020**

E-mail submissions will not be accepted.

**Mail or Deliver five (5) complete, collated copies of your application to:**

**Christ United Methodist Church  
508 Franklin Rd  
Franklin, TN. 37069  
Attention: Outreach Committee Chair**

### **Application Guidelines:**

Check the items below to indicate which of the following documents are included in each of the collated copies.

- The 2020 Organizations Funding Application, fully completed with additional sheets attached if needed.
- The latest IRS letter(s) regarding current tax exempt status under Section 501(c)(1), (2), or (3) of the IRS Code.
- A Current and accurate list of organizations Board of Directors or Trustees.
- The current budget for the specific project for which funding is sought.
- From the most recent audit, enclose only the opinion statement from the accounting firm.
- From the latest 990 report, enclose only the first page.

If any of these documents are unavailable by the stated deadline, please state in writing on a separate sheet 1.) why they are not available and 2.) when we can expect to receive them.



**Frank & Betty Evans Grant Application 2020**

**Amount of Funds Requested: \$ \_\_\_\_\_**  
(Minimum request \$1,000.00 not to exceed \$5,000.00 per calendar year)

**Organization Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Website Address:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Development Director:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Volunteer Coordinator:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contact e-mail:** \_\_\_\_\_

- 1.) **Organization Mission Statement:**
  
  
  
  
  
  
  
  
  
  
- 2.) **Organization IRS Status: 501 (c) (3) or Section 170 (c) and public charity status under Section 509 (a) (1), (2) or (3) under IRS Code:**
  
  
  
  
  
  
  
  
  
  
- 3.) **Year in which Organizations founded and brief history.**

- 4.) Describe the Organizations Programs/ Services. Does it address: Homelessness, Poverty, Hunger, Human Development, Social Justice or Other:
  
- 5.) To help us understand the organization's needs please provide a description of the need and your request. Include Project date period, Use of Funds: Project Support, Operating Expense, Other. Please note use of funds may not be used for Capital expense or Travel.
  
- 6.) Description of the people served, the approximate number to be served, their needs and the geographic area in which they live:
  
- 7.) Goals & Objectives for this request. How will the requested funds address the need, make improvements and achieve success:
  
- 8.) Expected measureable Outcome. What are the anticipated results? What methods will be used to measure progress?
  
- 9.) Describe specific Volunteer opportunities for Christ UMC congregation. Attach Volunteer Opportunities form if available:
  
  
- 11.) Other sources of funding to the Organization:
  
  
- 12.) Additional Comments: