



**NM Annual Conference of  
The United Methodist Church**

11816 Lomas Blvd. NE  
Albuquerque, NM 87112

To: Applicants for the **Thaxton Grant**

From: Endowment Distribution Committee (EDC)

Dear Applicant:

Enclosed are the forms to apply for a Thaxton Grant. Your application is important to us.

The New Mexico Annual Conference  
Endowment Distribution Committee  
11816 Lomas Blvd. NE, Albuquerque, NM 87112

Or fax to: 505-265-6184

The EDC reserves the right to make a grant from another endowment fund if that is deemed most appropriate.

If you have any questions, please contact any member of the Endowment Distribution Committee.

Thank you for your desire to make disciples of Jesus Christ for the transformation of the world.

**NEW MEXICO ANNUAL CONFERENCE  
THAXTON GRANT  
ENDOWMENT DISTRIBUTION COMMITTEE  
GRANT GUIDELINES**

The Endowment Distribution Committee has been given responsibility for making monetary grants to local United Methodist churches and related agencies. The grants are made possible by a generous gift from William and Florence Thaxton who had a tremendous vision for enriching the lives of the elderly poor and homeless/impoverished children.

**Purpose:** To materially improve the lives, living conditions, and well being of the elderly poor and/or impoverished children.

**Investment:** The Thaxton Endowment Fund is invested in the New Mexico Methodist Foundation and receives distributions annually in the amount negotiated by the New Mexico Conference Board of Trustees in the Management Agreement with the Foundation.

**Plan:** The Thaxton Endowment shall be owned and operated exclusively for the religious, charitable, or educational purposes of the New Mexico Annual Conference as an institution dedicated to helping the aged, homeless children and the people of the State of New Mexico who are poor and in need.

The Thaxton Endowment shall carry out its charitable purposes by making distributions to charitable organizations, person and programs within the State of New Mexico that provide care for the basic human needs of children families and elderly persons living in the State of New Mexico.

**Criteria for Use of Funds:** When seeking funding, applicants should attempt to address the following criteria:

1. The governing board of the applicant group (church, institution, etc.) must provide endorsement of the program or service.
2. The applicant group must show evidence of consultation and coordination of services with existing groups and agencies providing services, care and assistance with human needs in order to minimize the duplication of services.
3. Applicants who demonstrate efforts to involve volunteers in their services or programs will be given preference over those who rely solely on staff.
4. Housing programs may include, but are not limited to: rent assistance, housing rehabilitation, low-income housing construction, and furnishings assistance. Programs that provide longer-term solutions to housing needs will be given preference over those providing only temporary solutions (i.e. permanent housing versus temporary shelter).
5. Food programs may include, but are not limited to: nutritional and cooking instruction, meal programs (focusing primarily on senior adults, children or families with children), community gardens, and gleaning and distribution programs (with the same focus as meal programs). Programs that provide longer-term solutions to food issues will be given preference over those providing only temporary solutions.

**NEW MEXICO ANNUAL CONFERENCE  
THAXTON GRANT  
ENDOWMENT DISTRIBUTION COMMITTEE  
GRANT GUIDELINES CONTINUED**

6. Food programs may include, but are not limited to: nutritional and cooking instruction, meal programs (focusing primarily on senior adults, children or families with children), community gardens, and gleaning and distribution programs (with the same focus as meal programs). Programs that provide longer-term solutions to food issues will be given preference over those providing only temporary solutions.
7. Clothing and health care programs may include, but are not limited to, educational programs that teach skills related to clothing (i.e. sewing) or health care (i.e. personal care and hygiene). Programs that strive to provide longer-term skill development rather than short-term needs will be given preference.
8. While the distributions are not limited to United Methodist churches, agencies or institutions, preference will be given to programs and services that have the involvement of United Methodists in their projects.
9. No distribution may be made to any applicant for expenditures to carry on propaganda or otherwise attempt to influence legislation, participate in or intervene in any political campaign on behalf of any candidate for public office or to carry on, directly or indirectly, any voter registration drive.
10. The donors of these funds expressed their appreciation for the work of Landsun Homes in Carlsbad, New Mexico, however, specifically restricted Landsun Homes from receiving funds.
11. Funds received from the Thaxton Endowment Grant must be spent within the bounds of the State of New Mexico as specified by the donors.

## THAXTON GRANT APPLICATION FORM

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

Name of Church, Agency or Organization: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title of the mission/ministry for which funds are requested: \_\_\_\_\_

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1. Attach a typed summary of the mission/ministry for which funds are requested, including the following:
    - a. the purpose of the mission/ministry
    - b. the needs to be met or rationale for the mission/ministry
    - c. how the granted funds will be used
    - d. the most exciting possibilities for this mission/ministry
    - e. how the mission/ministry involves the congregation/staff and works in alignment with the vision and mission of your local church/organization
  
  2. Attach a detailed budget for this mission/ministry showing:
    - a. how the grant amount fits into the financial plans for the mission/ministry
    - b. future funding plans
    - c. if this is an application for a grant for a 4<sup>th</sup> year, describe the exceptional circumstances that give reason for the request.

Date mission/ministry was approved: \_\_\_\_\_

Name of person responsible for the mission/ministry: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of person responsible for the mission/ministry: \_\_\_\_\_

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Local Church Pastor/Agency Director (print)                      Pastor/Agency Director Signature

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Board/Council Presiding Officer (print)                      Board/Council Presiding Officer Signature

**THE NEW MEXICO ANNUAL CONFERENCE  
THAXTON GRANT  
ENDOWMENT DISTRIBUTION COMMITTEE  
GRANTEE ASSURANCES**

\_\_\_\_\_ assures that:

(Name of Local Church, Board, Agency or Institution)

1. It will restrict the use of the funds to the mission/ministry specified in its grant application, and if that changes, it will first notify the EDC through the Conference Office.
2. It will comply with all requirements of the *Book of Discipline* with respect to inclusiveness in the use of the funds and in all other respects.
3. It will provide a report of the mission/ministry to the EDC on the Grantee Report form within a year after receiving the Grant; it will cooperate with all evaluation activities undertaken by the Conference and submit to the EDC a statement of expenditure of the funds granted.
4. It understands and agrees that the EDC may, in its sole discretion, grant funds in greater or lesser amounts and/or for greater or lesser periods of time than requested in this application and that the grant received is for the period specified in the grant only. No additional or future funding is implied, though it is understood that supplement applications may be made.
5. It understands and agrees that, should it need to deviate from the use of funds for the purposes identified in the application, it will obtain prior approval of the EDC.
6. It understands and agrees that the application and all reports, when received by the EDC, become the property of the Conference, and any or all of the ideas contained therein may be used and shared by the Conference.
7. All funds not expended for the proposed use described in the grant application will be used and applied only for continuation of the mission/ministry or will be returned to the EDC office 30 days of the end of the grant period and will be returned to the Thaxton Endowment.
8. The applicant has read the Application form and the Grantee Report form, understands them, and will provide the information sought in them on a timely basis. The applicant understands that no subsequent application for any grant will be accepted from any entity that does not comply with these assurances.

We have read these assurances and understand that if this application is approved for funding, the grant will be subject to these assurances. We certify that these assurances have been adopted by the governing body of the applicant and, if the applicant is a committee or group within a local church, that the Administrative Council or Board has voted its endorsement of the application. The applicant will comply with these assurances if the application is approved and a grant made.

\_\_\_\_\_  
Mission/Ministry Responsible Party  
(print name)

\_\_\_\_\_  
Council/Board Presiding Officer  
(print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**GRANTEE REPORT - THAXTON GRANT**  
**Due Within 1 Year After Receiving The Award**  
(attach additional pages if necessary and pictures if available)

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

Grantee name: \_\_\_\_\_

Phone & email: \_\_\_\_\_

Name of mission/ministry for which grant was awarded: \_\_\_\_\_

Amount you were granted: \$ \_\_\_\_\_ How much you spent: \$ \_\_\_\_\_

If there are any grant funds remaining at the completion of the mission/ministry, please send a check for that amount to the EDC or explain why you would like to spend the balance for a similar mission/ministry, and the date by which it will be spent:

What worked? How? Why? What didn't work? How? Why?

Describe the experience of at least one recipient who benefited from the ministry/program.

What is your advice to others who want to try this or a similar ministry/program?

What are your plans for continuing the ministry/program?

Name of person responsible for the ministry/program: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of person responsible for the ministry/program:

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Within 1 year after receiving this award, please send this report to:

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Endowment Distribution Committee  
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