



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

11816 Lomas Blvd. NE
Albuquerque, NM 87111

To: Applicants for the **Pippin Grant**

From: Endowment Distribution Committee (EDC)

Dear Applicant:

Enclosed are forms to apply for a Pippin 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
PIPPIN GRANT
ENDOWMENT DISTRIBUTION COMMITTEE
GRANT GUIDELINES**

The Pippin Endowment Fund was created from a gift to the New Mexico Conference of the United Methodist Church from the estate of Sara F. Pippin who resided in Clovis, New Mexico, and attended First United Methodist Church of Clovis.

Purpose: To perform mission work in the New Mexico Annual Conference, including the training of Navajo Ministers.

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

1. Identify underserved constituencies, marginal communities, or individuals and populations in crisis or with pressing human or spiritual needs.
2. Connect direct services to strategies aimed at addressing the needs.
3. Involve those who are being served in planning, goal setting, and decision making.
4. Work with other congregations, non profits, and groups in the community and state that support the purposes of the particular project;
5. Communicate with others in similar ministries about resources, strategies, training, and other means of strengthening the ministry.

Priority in making grants will be to those ministries/programs that address the root causes of poverty, injustice, and human need.

Grant requests for non-mission staff will not be considered. Ministries addressing the most pressing issues of the intended recipients, the most convincing strategies for meeting those needs and addressing these issues, and the innovation with which plans are conceived, will be given highest priority.

For example, in the case for direct services provided to the constituent group, such as, in the case of a youth mission trip, funding would be considered first for materials (educational or building) to be used in the proposed project. Funding for travel/transportation, etc, will be given lowest priority and unless a compelling need is identified; such costs will not be funded.

Consideration will be given to the ratio between administrative expenditures and expenditures for direct services or activities intended for the carrying out of the stated purpose of the applying organization.

Eligibility: Organizations whose purpose is consistent with the stated purpose of the funds, and whose work is entirely or predominantly within the bounds of the New Mexico Annual Conference may apply for funds from the Pippin Grant. Such organizations may include Local Churches, Conference Boards and Committees and other institutions within the New Mexico Annual Conference.

PIPPIN 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 4th 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: _____

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

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

**THE NEW MEXICO ANNUAL CONFERENCE
PIPPIN GRANT
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 within 30 days of the end of the grant period and will be returned to the Pippin Fund.
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 - PIPPIN 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:

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

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Endowment Distribution Committee
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Or fax to: 505-265-6184