



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

11816 Lomas Blvd. NE
Albuquerque, NM 87111

To: Applicants for the **Bishop's Award Grant**

From: Endowment Distribution Committee (EDC)

Dear Applicant:

Enclosed are forms to apply for a Bishop's Award Grant for the current year. Your application is important to us.

Applications are due in the New Mexico Annual Conference Office March 1st:

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 call Peggy Wilson at the New Mexico Conference Office (505-255-8786), or any member of the Endowment Distribution Committee, whose names and phone numbers are listed below.

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

Endowment Distribution Committee members:

Mary Forester	575-763-3229
Tom Garmon (Chair)	915-533-2674
Bonnie Hardesty	505-271-0486
Marilyn Large	505-292-2623
Cindy Meador	806-317-3352
Myrna Olsen	505-385-4121
Randal Partin (Ex Officio)	505-255-8786
Claire Phillips	575-546-2791

**NEW MEXICO ANNUAL CONFERENCE
BISHOP'S AWARDS
ENDOWMENT DISTRIBUTION COMMITTEE
GRANT GUIDELINES**

PURPOSE: To encourage innovation, vigor, devotion and effectiveness in making disciples for Jesus Christ by providing funding for local church missions/ministries.

ELIGIBILITY:

- Only local churches and bodies within local churches may apply for and receive Bishop's Award Grant
- Bodies within local churches may apply for and receive awards only in the name of the local church.
- Conference boards, agencies and bodies are not eligible for Bishop's Award Grants, but may apply for Vitality Award Grants

GRANT CRITERIA:

- Applications should be for a mission/ministry that could not otherwise be funded. It is important that such missions/ministries have some "buy in" from the local church (e.g. funding, goods in kind, donated time, etc.) Historically, more funds have been sought than are available to give.
- Recipients may receive awards for a particular mission/ministry for up to three consecutive years. Applicants for fourth year funding must demonstrate exceptional need or circumstances. It is expected that if the mission/ministry is to continue beyond that time period, the applicant will explore and find additional funding. Often awards are made as "seed money" to enable the initiation of new mission/ministries, and after they are started the local church will determine their worthiness for inclusion in the church budget.
- Awards are restricted funds, to be applied only to the particular mission/ministry for which they were requested and should be accounted for as such.
- Grantee Reports of expenditures and ministry/mission experiences (what worked, what didn't) are required so that other churches in the Annual Conference may profit from the applicant's experiences. If the Grantee Report is not submitted as required by the application documents, the applicant will be considered ineligible for another award.

BISHOP'S AWARD GRANT APPLICATION FORM

(Only for local churches and bodies within local churches of the NM Annual Conference)

Date: _____ Amount Requested: _____

Name of Church: _____

Address: _____

Phone: _____ E-mail: _____

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

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. describe how the mission/ministry involves the congregation and works in alignment with the vision and mission of your local church.
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 by Church Board/Council: _____

Name of person responsible for the mission/ministry: _____

Phone: _____ E-mail: _____

Signature of person responsible for the mission/ministry:

Local Church Pastor Name (print)

Pastor Signature

Board/Council Presiding Officer Name (print)

Board/Council Presiding Officer Signature

**THE NEW MEXICO ANNUAL CONFERENCE
BISHOP'S AWARD GRANT
GRANTEE ASSURANCES**

_____ assures that:

(Name of Local Church)

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 award.
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 the applicant can apply again.
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 unless the EDC approves other uses.
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 - BISHOP'S AWARD 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 award was granted: _____

Amount you were awarded: \$_____ 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:

The New Mexico Annual Conference
Endowment Distribution Committee
11816 Lomas Blvd. NE, Albuquerque, NM 87112
Or fax to: 505-265-6184