



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

11816 Lomas Blvd. NE  
Albuquerque, NM 87111

To: Applicants for the **Vitality Award Grant**

From: Endowment Distribution Committee (EDC)

Dear Applicant:

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

**Applications are due in the New Mexico Annual Conference Office March 1<sup>st</sup>:**

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  
VITALITY AWARD GRANT  
ENDOWMENT DISTRIBUTION COMMITTEE  
GRANT GUIDELINES**

**PURPOSE:** To encourage innovation, vigor, devotion and effectiveness in making disciples for Jesus Christ for the transformation of the world.

**ELIGIBILITY:**

- Only boards, agencies and organizations that are formed by or are a part of the New Mexico Annual Conference.
- Local churches and bodies within local churches are not eligible for Vitality Award Grants, but may apply for a Bishop's Award Grant.

**GRANT CRITERIA:**

- The purpose of Vitality Awards is to encourage development of vitality in vision in mission and ministry in support of Conference objectives and priorities and to fund vital ministries that would not otherwise be funded.
- Recipients may receive grants 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 grants are made as "seed money" to enable the initiation of new missions/ministries, and after they are started the organization will determine their worthiness for inclusion in their 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 and what did not) are required so that other organizations in the Conference may benefit from the Grantee's experiences. If the Grantee Report is not submitted as required by the application documents, the applicant will be considered ineligible for another award.

## VITALITY AWARD GRANT APPLICATION FORM

(For boards, agencies and organizations that are formed by or are a part of the NM Annual Conference)

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

Name of Board / Agency / Organization:

\_\_\_\_\_

Address:

\_\_\_\_\_

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

Title of the ministry/program 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 works in alignment with the vision and mission of your 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 ministry/program was approved by board/agency: \_\_\_\_\_

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

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

\_\_\_\_\_  
Signature of Person Responsible for the Ministry/Program

\_\_\_\_\_  
Board/Agency Presiding Officer (Print Name)

\_\_\_\_\_  
Board/Agency Presiding Officer Signature

**THE NEW MEXICO ANNUAL CONFERENCE  
VITALITY AWARD GRANT  
GRANTEE ASSURANCES**

\_\_\_\_\_ assures that:  
(Name of Conference Board, Agency or Institution)

1. It will restrict the use of the funds to the ministry/program 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 ministry/program 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. The applicant will comply with these assurances if the application is approved and a grant made.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**GRANTEE REPORT - VITALITY 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 ministry/program for which grant was awarded: \_\_\_\_\_

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 ministry/program, 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:

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