Please return this application form and all other supportive documents to:

Global Ministries

ATTN: *Asian American Language Ministry*

Dr. Dana Lyles: dlyles@umcmission.org

**Global Ministries | The United Methodist Church**

458 Ponce De Leon Ave. NE, Building A, Suite 1

Atlanta, GA 30308

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**FOR OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Name of the Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOB Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Evaluation Received Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_

Review & Approval: Recommended \_\_\_\_\_\_\_\_\_\_

 Not Recommended \_\_\_\_\_\_\_\_\_\_

 Referred back \_\_\_\_\_\_\_\_\_\_

Rationale: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Recommended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timeline: Notification Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Evaluation Sent Date: \_\_\_\_\_\_\_\_\_\_ Received Date:\_\_\_\_\_\_\_\_\_\_\_

**FUNDING APPLICATION GUIDELINES**

**Application Timeline**

There are varying application deadlines based upon the amount of the funding request. Grants will be reviewed by Global Ministries staff monthly. Applications received by the first of the month will be processed during that month and distributed after final approval at the end of the month.

**GRANTS $100-$5,000** REVIEWED/DISTRIBUTED EVERY 1/3 MONTHS

**GRANTS $5001-$9,999**  REVIEWED/DISTRIBUTED EVERY 2/4 MONTHS

Any request for funding a ministry with a start date of less than 45 days prior to the grant being submitted will not be considered. Forty-five days minimum is needed to process and disburse grants under $10,000. Grants over $10,000 need five months to be processed and disbursed.

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|  | **Spring** | **Fall** |
| **Application for Grants $10,000+ Due Dates** | **June 15th**  | **November 15th**  |
| Review & approval by GBGM staff & cabinet | July-August | December – February |
| Review & Final Approval by  The GBGM Board of Directors | October | April |
| Notification | 2 weeks after final approval | 2 weeks after final approval |
| 1st Disbursement | November | May |
|  |  |  |
| **Evaluation Due Date** | An evaluation questionnaire must be completed one month prior to the end of the funding year or when the project is completed. |

**Funding Criteria**

The Asian American Language Ministry (AALM) was established by the General Conference of The United Methodist Church to strengthen the ministries of Asian American communities. Funding is provided annually for projects and programs that meet the following goals as mandated by the General Conference and the priorities established by the AALM Committee:

* Leadership Development
* Church Growth
* Ministry with the Poor
* Language Resources and Materials

Grants are provided as seed money or matching funds only. All grants must be endorsed by the District Superintendent, Caucus Leadership and/or the Annual Conference.

Church growth grants are normally made on an annual basis. A multi-year project can reapply each year for up to 3 years with: a new application, an evaluation report and a recommendation from the annual conference. Projects/programs with the strongest potential for viability and sustainability will be given priority. At this time, AALM will not fund building projects or building repairs.

**Objective Priorities**

Under the goals to reach the General Conference Mandates, the Asian American Language Ministries Plan has identified additional objectives to prioritize our grant-funding and programmatic work on behalf of the church. The following objectives help us focus on programs and ministries that contribute to increasing Asian American ministries that are culturally relevant and sensitive to the Asian American communities in the US.

***FOCUS 1: Leadership Development***

* 1. – Training and recruiting clergy and lay leadership by identifying, recruiting and cultivating people who can offer pastoral leadership and community organization.
	2. – Develop youth leadership by identifying, recruiting and encouraging young leaders on a regular basis.
	3. – Develop young adult leadership by reaching out to them with programs and mission opportunities that are aimed at encouraging them to contribute to the church.

***FOCUS 2: Church Growth***

2.1 – Develop new and existing language ministries through partnering with annual conferences to see the larger picture and realize the importance of ministries among Asian Americans to assist with resources (financial, human, technical, etc.) for a fruitful and productive ministry.

2.2 – Develop multi-racial, next generation ministries by directly assisting in the development of several new intentional multi-racial/cultural, next generation church starts.

***FOCUS 3: Ministry with the Poor***

3.1 - Develop community outreach ministries by partnering with districts and annual conferences in responding to ministry with the poor in their respected Asian American areas.

***FOCUS 4: Language Resources and Materials***

4.1 – Develop relevant resources, culturally sensitive written materials and audio-visual resources that are needed for particular Asian language groups.

**Funding Process**

1. Initial consultation

When a request for funding is received by the office for Asian American Language Ministries at the General Board of Global Ministries, the staff/designee conducts a phone and/or email conference with the representative of the organization (i.e., DS, Conference staff, local church pastor, or Caucus person, etc.) making a request to obtain the information about the application and to mutually discern whether it is within the General Conference mandate and priorities as established by the Asian American Language Ministry Committee.

1. Application process

Following the initial consultation, an application is sent to the representative of the entity making the request. It will be the responsibility of the organization to prepare the application and return it to the AALM/Global Ministries office.

1. Review and approval process

When the application is completed and submitted to the office, the staff will review it. The staff will then prepare the GBGM Funding Request Form to be submitted to the GBGM Cabinet for its approval. After the GBGM Cabinet approves it and any amount over $10,000 will be submitted to the AALM Funding Review Committee and the GBGM Board of Directors for final approval; the board meets in spring and fall.

1. Notification process

Once GBGM Board of Directors approves the grant application, the AALM office will mail the Letter of Approval and Agreement Form to the representative and others involved in the application process. The representative of the entity making the request is required to return the Agreement Form with his/her signature to the office.

1. Fund release

After receiving the Agreement Form, the office will complete the paper work for the release of the funds and notify the GBGM Treasury of the completion. The actual check will be released directly to the payee indicated on the application form.

1. Evaluation process

Each project which receives funding from AALM is required to engage in an evaluation process. The mandatory evaluation questionnaire will be mailed to the person in charge of the project along with the funds as well as near the end of the funding cycle. The questionnaire is to be completed and returned to the Office along with the summary report by one month prior the end of the funding cycle or when the project is completed. For projects which receive more than $10,000 from AALM, a site visit is required as a part of the evaluation process.

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| **PROJECT IDENTIFICATION INFORMATION** |
| Name of Project and Church/Caucus | Name of Ministry, Project, or Event: |
| Name of Church or Caucus: |
| Date of Application submitted:  | Amount Requested: $ |
| Name & address of Annual Conference (for church):Name & address of Jurisdiction: | Name & address of District (for church): |
| Racial/Ethnic Groups:  | Specify Language Spoken:  |
| Amounts & Years of Previous Funding:$ / year $ / year $ / year $ / year $ / year  | Starting date of the project or dates of the event being planned: |
| **CONTACT INFORMATION** |
| **Information of Pastor or Responsible Leader** |
| Name:  |
| Street:  |
| City:  | State:  | Zip: | Email:  |
| TelephoneHome: | Office: | Cell:  |
| **Information of Individual Submitting Request/ Contact Person** |
| Name: Title Caucus:  |
| Street:  |
| City:  | State:  | Zip:  | Email:  |
| TelephoneHome: | Office: | Cell:  |
| **Payee (Conference or Caucus Treasurer) Information** |
| Name of Payee: Title:  |
| Name of Conference or Caucus: Lao and Thai Caucus |
| Street:  |
| City:  | State:  | Zip:  | Email:  |
| TelephoneHome: | Office: | Cell:  |
| **DESCRIPTION OF PROJECT**(D*escribe with specifics the ministry, project, or event for which the grant is being requested. Answer all* ***pertinent*** *questions.*)1. **Describe the setting, the situation, and dynamic of the project and how it addresses the goals and objectives of the Asian American Language Ministry Plan.**
2. **What needs will this ministry meet?**
3. **How are you planning to achieve the goal/s?**
4. **Vision and description for this new ministry:**
5. **What are the short term and long-term plans for this ministry?**
6. **How is the community or ethnic constituency involved with the church/organization?**
7. **Budget**:
* Anticipated income (sources must be specific):
* How will the AALM grant be used?
* If funding is sought for a staff position, please attach the job description. If you know the person who would serve in this position, attach a copy of their biography or resume.
* Expenditures and income should reconcile.
* Provide the most recent financial statement or the budget for the current and past years prior to this year.

*The General Board of Global Ministries of the United Methodist Church seeks to assure the physical and sexual safety, emotional well-being, and spiritual health of children, youth, and adults. Please demonstrate in your application the means by which your program or project ensures compliance with this standard. These statements must show how your church/ organization strives to create a safe program*.Additional information can be requested from the signers of the application by AALM staff as needed. |

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| **BUDGET INFORMATION** |
| **INCOME; specify application status (approved or pending)** | **EXPENSES; please be specific** |
| Local Church/Charge |  |  |  |
| Annual Conference/ District |  |  |  |
| Other Sources:List each separately |  |  |  |
| GBGM |  |  |  |
| Community Organizations |  |  |  |
|  |  |  |  |
|  |  |  |  |
| GRAND TOTAL INCOME |  | GRAND TOTAL EXPENSES |  |

**Review by District Superintendent (or Caucus Chair if a Caucus Project)**

Name: (Print)

Conference: District:

Address:

E-mail:

Cell:

My signature below confirms that I have reviewed the application and/or that I am otherwise knowledgeable about the project and its current proposal before the General Board of Global Ministries.

Signature: Date: