

**The United Methodist Church
World Service Contingency Fund Request**

Agency Name: _____

Contact Person/s: _____

Email: _____ Phone: _____

Name of Ministry/Program Requesting Funds: _____

Date of Request: _____ Amount requested: \$ _____

Date approved by Agency Board of Directors: _____

If not approved by board, please explain: _____

Please answer the questions below. Expand the text boxes as needed to provide the requested information.

1. Describe how this ministry helps the church fulfill its mission to make disciples for Jesus Christ for the transformation of the world.

2. How does this ministry help increase the number of vital congregations through any of the four areas of focus? (Developing principled Christian leaders, creating new places for new people and revitalizing existing congregations, engaging in ministry with the poor, and/or improving global health.) If this is a collaborative project with other general church agencies, please describe the collaboration.

3. Please state the ministry objective and quantify the anticipated outcomes. Explain the basis for these assumptions.

Objective: a specific, measurable milestone achieved by following certain steps.

Outcomes: Changes in attitudes, behaviors (practices), knowledge, skills and abilities.

4. Is the activity/product/service/mission available within the denomination or provided somewhere other than within the denomination? If so, please explain.

5. What resources are currently available to your agency and what is the source? What are the excess financial reserves as reported to GCFA on your agency's annual reserves analysis? What resources (expertise, skills, financial) are not currently available?

6. List expected milestones for completion that will be reported annually to the Connectional Table during the quadrennium.

7. Identify possible next steps, including legislation, developed for the next General Conference and potential World Service or other budget requests.

Please include a detailed budget for this request as a separate attachment and submit this completed document with the detailed budget to Frances Roberts, CT staff at connectionaltable@umc.org and to the convener of the general secretaries, Dawn Wiggins-Hare dhare@gcsw.org to be added to the next General Secretaries' meeting agenda. While there is no official approval needed from the General Secretaries' Table, the CT and GCFA recommend that the general secretaries **review** and **discuss** World Service contingency proposals before they are sent to the CT to ensure that the ministry proposals:

- Do not duplicate ministries already funded in another agency;
- Highlight opportunities for stronger collaboration among agencies; and
- Allow agency leaders the opportunity to contribute resources to the identified need.

Please ensure that the proposals are received by the CT no later than 30 days in advance of the next full CT meeting. Please contact the CT office to ensure the meeting dates.

Grant Reporting Guidelines:

The Connectional Table requests an annual progress report and a final report at the conclusion of the granting period. Please include the following information in the annual/final reports, along with any additional information relevant to the ministries funded.

- 1) Results (progress) on anticipated outcomes as articulated in the application form.
- 2) Learnings from the past 12 months or, if completed, from the overall project.
- 3) Resulting changes in the project (i.e. scope, direction, new partners, new funding sources, etc.).
- 4) Summary of expenditures.