

Dora M. Hansen Charitable Trust Grant Application

First United Methodist Church of Neenah-Menasha
108 West Doty Ave., Neenah, WI 54956

The purpose of the Dora M. Hansen Charitable Trust Grant is to make possible programs that would not be achieved under the normal budget of the church, and to support “benevolent, missionary, temperance or other worthy charity purposes organized and operated exclusively for religious, charitable, scientific, literary or educational purposes” as defined in the will of Dora M. Hansen. The funds are not to be used in any way that might relieve the congregation of normal operating or benevolent obligations. Please review all Trust guidelines to ensure your organization is qualified to apply.

Guidelines

1. Grants may be made on a yearly basis, with annual review and potential for extensions. If a commitment is made for more than one year, it will be reviewed annually to determine if original objectives are being met to justify continuation. Grant deadline is **January 31** each year, after which the Committee will review applications at their subsequent meeting and notify all candidates by March 15. Applications can be dropped off in the church office, mailed, or emailed to: fumcnmdorahansen@gmail.com
2. In addition to meeting the directives of the Hansen will defined above, highest priority may be for activities or projects that support or are directly related to the goals of First United Methodist Church Neenah-Menasha, involving membership and the community in outreach programs in a way that strengthen the church and its members; as well as activities or projects that further the Kingdom of Christ in our local church, our community, our state, our nation, and the world.
3. Grants will normally be specific projects or activities, rather than non-specific gifts to general funds or boards.
4. Grant applicants must either: 1) be organized and operated for religious, charitable, scientific, literary, or educational purposes and must be eligible to receive tax-deductible charitable contributions (please complete pages 2-4 of the application), or 2) be individual persons who are pursuing religious careers or missionary careers and need assistance for the education needed to pursue those careers (please complete pages 5-7 of the application).
5. Scholarships: Up to one fourth of the total of available income per year may be used for scholarships for students enrolled in studies in preparation for Christian vocations. Payment will be made directly to the accredited institution of higher education.
 - a. Scholarship are available on a year-to-year basis.
 - b. First consideration will be given to students affiliated with FUMC of Neenah-Menasha.
 - c. Grants will be considered only for tuition, books, or room & board only if paid directly to the educational institution.
 - d. The committee will consider grants up to no more than 50% of the total tuition. The following must be included with application:
 - i. Proof of acceptance in an accredited college, university or technical school.
 - ii. Letters of recommendation from three sources; school, work, and church.
 - iii. A complete financial statement, including other grants, scholarships or loans. Family’s ability to contribute as well as student’s contributions from work or other income should be included.
6. Applicants may be invited to appear in person before the Committee as part of the application process.
7. Reporting Requirements:
 - a. Organization recipients must submit a final report to the Dora Hansen Trust Committee no later than 60 days from the end of your project/program.
 - b. Scholarship recipients will be required to make a yearly report to the Dora Hansen Trust Committee prior to consideration for further funding. Reporting information should include courses completed, involvement in school and/or community activities, grade point average and future goals.
8. Grant money that is awarded must be withdrawn within the same calendar year as approved (by December 31). Money not withdrawn in the same calendar year will be forfeited, unless otherwise noted in the grant approval letter. If this occurs, grant applicants are invited to reapply the following year.
9. The committee reserves the right to publicize the grant recipients, the purpose of the grants, and any reported results.

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Organization Cover Page

Date _____

Grant Request \$ _____

Select One Issue Area

_____ Mission Outreach: Examples include local, national and international projects (Habitat for Humanity, food banks, FUMC missions)

_____ Nurture: (Education, lay leadership development, stewardship, classes, camping)

_____ Youth: Christian programs for youth ages 3-17

_____ Staff Support:

Organizations complete this section

Project / Program Title _____

Budget \$ _____ Grant Request \$ _____ Date Needed _____

Organization _____ Year established _____

We are a 501(c)3 _____ Yes _____ No EIN number _____

We are eligible to receive tax-deductible charitable contributions? _____ Yes _____ No

Grant Contact Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Organization Chief Executive _____ Title _____

Signature _____ Date _____

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Organization Applicants

All organization applicants, answer the following questions in a maximum of five pages, single-spaced, 11 point font or larger, ½ inch margins.

The committee may request further information or ask you to attend a committee meeting to clarify your request.

1. Briefly describe your organization's mission.
2. Describe your grant request in 2-3 sentences.
3. Give a description and state the purpose of the project/program.
 - Explain what community need your project/program addresses
 - Who is your intended target audience, and include the number of people who will benefit from your project/program
 - Identify where the project/program will take place
 - Explain how your request relates to the purpose of the Dora M. Hansen Trust
4. List the project/program goals and objectives. Be as specific as possible.
 - Explain how success will be measured
 - Include outcome measurements, if available
5. Provide a timeline of activities from beginning to completion of your project/program.
6. You must submit a final report to the Dora M. Hansen Trust committee no later than 60 days from the end of your project/program.
7. Budget
 - Use attached budget sheet
 - Give a narrative of each revenue and expense line item
 - Revenue and expense totals must equal

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Organization Applicants

Project/Program Budget

Revenue	Proposed/Pending	Approved/Received	Total
Individual Contributions			
Corporations			
Foundations			
United Way			
Government – Grants/Fees for Service			
Membership Dues			
Service Fees			
Other:			
In-Kind Donations*			
TOTAL REVENUE			

Expenses	Proposed/Pending	Approved/Received	Total
Individual Contributions			
Salaries			
Benefits			
Payroll Taxes			
Program Supplies			
Office Supplies			
Program Facility			
Telephone			
Mileage to deliver program			
Printing			
Postage/Shipping			
Other:			
In-Kind Donations*			
TOTAL EXPENSES			

*In-Kind revenue and expenses must equal.

Total Revenue and Total Expenses must equal.

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Higher Education Scholarship Cover Page

Higher education scholarship applicants complete this section

Date _____ Grant Request \$ _____

Name _____

Primary Address _____

City _____ State _____ Zip _____

Primary Email _____ Primary Telephone _____

School Name _____

Address _____

City _____ State _____ Zip _____

Applicant Signature _____ Date _____

Budget \$ _____ Grant Request \$ _____ Date Needed _____

Member of First United Methodist Church Neenah-Menasha ___ Yes ___ No

If no, are you a member of another United Methodist Church? ___ Yes ___ No

If yes, Name of church _____

Address _____ City _____ State _____ Zip _____

Pastor Name(s) _____

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Higher Education Scholarship Applicants

Higher education scholarship applicants answer these questions

All higher education scholarship applicants, answer the following questions in a maximum of three pages, single-spaced, 11 point font or larger, ½ inch margins.

The committee may request further information or ask you to attend a committee meeting to clarify your request.

1. Briefly describe your personal goals.
2. Describe, in detail, why you have selected your major, and your plans for how you will use your education in a Christian vocation.
3. Provide a list of your community activities and their impact.
4. Attach a copy of proof of acceptance in an accredited college, university or technical school.
5. Attach three letters of recommendation, (e.g. instructor, employer, church pastor, etc.)
6. Budget
 - Use attached budget sheet
 - Give a narrative of each revenue and expense line item
 - Revenue and expense totals must equal

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Scholarship Applicants

Higher Education Scholarship Budget

Revenue	Proposed/Pending	Approved/Received	Total
Employment			
Family			
Student Loans			
Other Scholarships			
Grants			
Financial Aid			
Other:			
TOTAL REVENUE			

Expenses	Proposed/Pending	Approved/Received	Total
Tuition			
Books			
Housing/Rent			
Food			
Loan Payment			
Computer and/or other equipment			
Fees			
School Supplies			
Cell Phone			
House Supplies			
Clothing			
Other (list):			
TOTAL EXPENSES			

Total Revenue and Total Expenses must equal.

The Dora Hansen Trust Fund only pays for tuition, books, or room & board only if paid directly to the educational institution.