

## The South Carolina Conference Council on Ministries

### ETHNIC LOCAL CHURCH CONCERNS COMMITTEE (ELCC)

#### Funding Criteria, Guidelines and Application Process

The Conference Ethnic Local Church Concerns (ELCC) Committee has developed criteria, guidelines and an application process for funding that are congruent with goals of the Annual Conference and with the Conference Comprehensive Plan for the Ethnic Local Church. The ELCC committee places a high emphasis on programs, which develops and strengthens the Ethnic Local Church. Hence, the Committee also places its highest priority on requests for funds for programming and outreach ministries.

#### Funding Criteria and Guidelines

1. Grant awards will not exceed \$5,000 on the initial grant application. **We DO NOT fund salaries, equipment or travel.** This includes utility, building maintenance and cleaning fees.
2. The Project Director must be a lay person.
3. Applicants must either be a church or structure within the South Carolina United Methodist Conference, an agency sponsored by one of these, a committee under ELCC or an agency sponsored by ELCC or an ELCC committee.
4. Only one application per church or structure per funding cycle may be submitted per year. **If multiple applications are received, all will be denied.** ELCC will only fund one program at a time. Exception: If an initial and renewal application is received at the same time from a church or structure, only the renewal application will be considered with funding at the appropriate level.
5. No church, agency or group will receive more than one grant per calendar year.
6. ELCC may fund an initial grant application up to 100% percent depending on the availability of funds. Program funding for second year is 60 percent of the initial grant application and third year is 40 percent. All second and third year applications are submitted on the renewal application form, a completed progress report, a completed budget summary with ledger, an updated budget and should have had a site visit, and all progress reports completed.
7. A program/project may receive funding up to three consecutive years. After that time, the project must be self supporting. After a two year waiting period, the same grant may be applied for as an initial application.

8. Progress reports must be received by the ELCC Funding Committee Chair three (3) months after completion of a project or on the anniversary date of the award letter one year after being awarded if the project is not complete. Further funding will not be considered if progress report is not submitted. If the report is not satisfactory, suggestions will be made for improvement before further funding is considered.
9. Funds available are based on apportionments received by the annual conference. **A church will not be funded if it has not paid a significant amount of its apportionments for the previous year.** This does not include new congregations or mission churches.
10. **In order for an application to be complete, all signatures are required.** If a section or signature does not apply, write N/A in the section. Only the most current version of the application is acceptable. **The review and signature of the ELCC grant writer is strongly recommended, but not required.**
11. **Applications for salary, travel and equipment (including computers) will not be considered.** Funds are available for honorariums and/or stipends. **These funds cannot exceed \$250 per person and can only total \$1,000 for the entire grant.** An explanation must be provided with the program budget which must include a by-name and total stipend/honorarium issued to each person. Exception: If the travel funding is for a field trip to complete the goals of the project or program, this may be considered.
12. Committees under the ELCC (African-American, Hispanic/Latino, Native American, Korean/Asian, etc.) may submit or sponsor a grant application. In these cases, the application must be unique to that ethnic group and only serving that ethnic group. For these applications, the ethnic committee's approval is required. The signature of the chair represents committee approval. For these applications, district superintendent's approval is optional.
13. Any application received that is unique to a specific ethnic committee under the ELCC must be reviewed by that committee or the committee's chair regardless of the relationship of the applicant to the ELCC. The chair will submit a funding recommendation to the funding committee. The ELCC Funding Committee Chair can refer these applications upon receipt so long as the application is received by the appropriate deadline. The chair is responsible for having a response five days prior to the ELCC funding committee meeting.
14. Applications must have and address an issue/need statement and how it relates to the conference's goals and mission and the comprehensive plan for the ELCC.
15. **Each written objectives must be SMART – Specific, Measurable, Attainable, Relevant, and Timely or Time framed.** A minimum of three 3 SMART

- objectives is required. Measurable objectives must be realistic. The evaluation plan must address how the program will show the results of meeting these SMART objectives.
16. The ELCC Funding Committee will only consider applications that have been properly completed and endorsed according to criteria and guidelines.
  17. For programs working with children, all personnel must be at least 18 years of age or older and have a criminal background check through SLED. SAFE Sanctuary procedures and training for a church must be stated. If not completed prior to the grant application submission, the grant time line must reflect when this will be accomplished. The Office of Connectional Ministries at the conference office is a resource to contact for completion of this requirement. For educational grants, teachers or other school certified personnel may submit a copy of their, valid and current, teaching certificate issued by the South Carolina State Department of Education since these requirements are more stringent.
  18. Misuse, abuse, or theft of grant funds will result in the ELCC committee conducting a complete review of the program. Once the review is completed, the ELCC will consider criminal or legal options. In these cases, further funding will be declined for four (4) years. After the 4 year suspension, there is a 2 year probation period.
  19. The program/project director must ensure that a ledger of expenditures with receipts is maintained and available upon site visit. **A strict account of how ELCC grant monies are used is a must. Upon final completion of the grant, a financial summary with copies of the receipts must be turned in. Renewal applications must have the ledger of expenditures submitted in order to receive approval.** If a program is awarded a second or third year, any remaining monies from the initial or subsequent grant must be carried over and shown on the updated budget.
  20. **All applications must be mailed to the ELCC Funding Chair.** Applications mailed to a different address and not received by the Funding Chair by the application deadline **will not** be considered and will be returned to the sender.
  21. Applications must be submitted on the appropriate form, initial or renewal.
  22. **The deadlines for submitting grant applications are January 15<sup>th</sup> and August 15<sup>th</sup>.** The ELCC Funding Committee will meet within two weeks after these dates to review and approve grants. The Funding Committee will submit their recommendations for final approval to the ELCC committee. If a grant is not approved, the Funding Committee will inform the applicant of the discrepancies and advise on how to correct the discrepancies in order to resubmit for approval. Minor issues may be addressed to the applicant, corrected, and then the grant awarded.

23. The start date for initial grants must be a minimum of two months after the deadline date when the grant was submitted. This allows the Funding Committee to review and approve the grant, the ELCC Committee to approve, and the conference to process and issue the funding for the grant. This must be indicated in the attached time line.
24. The time line attachment is a time line for your program. It must have a list of dates that are significant for the program. These shall include training dates, evaluation teams, etc. Additionally, it must include the start and finish dates for the program. Finally, you must provide a time, place, and location where the program will meet especially if the program is not a 1-time event. This will help the ELCC Funding Committee in planning a site visit.

### **OTHER ELCC FUNDING AND REQUIREMENTS**

25. ELCC will offer limited funding assistance for churches only. The request is to be submitted in writing to the ELCC Funding Chair after January 3<sup>rd</sup> and before August 1st. The Funding Chair will call a meeting to review any such submissions. The assistance is limited to no more than \$300 per church once a year. The funding cannot include equipment, salaries, travel or stipends. The maximum money available per year through ELCC for funding assistance is \$1,200.
26. The checks for approved grants will not be written to an individual. It will be written to either a church, agency, school or group as indicated on the grant application.
27. Clergy and laity may apply for scholarships for workshops, symposiums and/or convocations. The maximum is \$300 for registration. It can be received at any time and submitted to the ELCC Funding chairperson. Priority is given to new, first time applicants over previous approved individuals.
28. Clergy (provisional) and laity may apply for Granville Hicks Lecture Series for registration fees. The application is due between October and December and submitted to the ELCC Funding chairperson. Priority is given to new, first time applicants over previous approved individuals.
29. Youth may apply for the ELCC BREEZE Scholarships of \$100 between March 15<sup>th</sup> and April 30<sup>th</sup>. First timers only are approved. Applications are to be submitted to the Funding Committee Chair.
30. Youth may apply for ELCC Harambee Scholarships of \$150 between March 15<sup>th</sup> and April 30<sup>th</sup>. Submit applications to the ELCC Funding Chair. First timers only are approved.

31. Laity may apply for Laity Convocation for registration fee. One scholarship is available for each ethnic group. Submit applications to the ELCC Funding Chair. Priority is given to new, first time applicants over previous approved individuals.
32. Small or mission churches may apply for a grant for workshops, symposiums, and convocations for a maximum of \$150. Submit applications to the ELCC Funding Chair. Priority is given to new, first time applicants over previous approved individuals.
33. Ethnic youth and adults interested in participating in a Salkehatchie program may apply for a \$150 scholarships. Camps serving ethnic groups are given the first priority as well as scholarships for new, first time applicants over previous approved individuals. Submit applications to the ELCC Funding Chair.

Revised: August 22, 2009