



**Ethnic Local Church Concerns Committee (ELCC)
Second & Third Renewal Grant Application**

Return to: Rev. O. Julius Hadden, Chairperson, The ELCC Funding Committee

Funding Deadlines: **January 15 and August 15**
(Please PRINT/TYPE ALL requested information)

() 2nd Funding () 3rd Funding
District: _____

I. PROJECT/PROGRAM TITLE/NAME:

Name of Applicant(s):

Address of Applicant(s):

Project/Program Director (must be a layperson) (telephone, address and email):

INITIAL GRANT APPLICATION HISTORY

Date Initial Grant was funded by ELCC:

The amount requested on the initial grant: \$_____ Date of Initial Application:_____

IV. REQUIRED SUPPORT DOCUMENTATION. Please submit on a separate page.

- A. Updated budget (same requirements for the initial application. Must be a detailed budget).
- B. Ledger of expenditures from initial grant
- C. Completed Progress Report Forms
- D. Report from the Evaluation Team
- E. Any changes from the initial application (For example: changes in project members)

PROJECT/PROGRAM ENDORSEMENTS

As the Project/Program Director, I acknowledge that I have read this application in its entirety, the ELCC funding criteria and application process, ELCC Funding Criteria, Guidelines and Application Process and have provided all documentation requested. I understand that grant awards are to be used for programming expenses and not for salaries, stipends or equipment. Further, I understand that should this project/program not be able to be carried out, as listed in this application, the grant award check is to be returned to the ELCC committee. I understand that the maximum for a second renewal is 60% of the initial grant application and 40% of the initial grant application for the third renewal. After this, the program must be self-sufficient.

I also agree to complete the enclosed progress Report Form and return it to the Funding Committee Chairperson. It must be submitted at least once until all grant funds have been exhausted. Moreover, I understand that failure to return the Progress Report Form will disqualify my church, agency, caucus group, etc., from eligibility for future grant awards.

Signature of Project/Program Director & Date

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ELCC COMMITTEE ACTION:

Date Received: _____

Date Reviewed: _____

() Approved: Amount \$ _____

() Not Approved. Why?

Signature of ELCC Funding Chair

Signature of ELCC Committee Chair

HELPFUL HINTS FOR APPROVAL

- Deadline dates: **January 15 and August 15** (for grant applications to be received)
- Funding requests cannot exceed \$5,000
- Cannot fund salaries, equipment or travel (see funding criteria and guidelines)
- Applications must be on official form, no faxes
- Must have appropriate and original signatures and/or endorsements
- Must be completely filled out (no blank spaces)
- Write N/A where appropriate
- Must have separate page attachments for 1) Current Church Budget 2) Program/ Project Budget – no assumptions will be made regarding cost, such as food, if it is not clearly stated in the budget 3) SLED Checks (if applicable) 4) Copy of Church's Safe Sanctuary Policy, if applicable and 5) Time Line for Grant
- Must have a paragraph stating how projects relate to Annual Conference Comprehensive plan.
- All objectives must be "SMART" and tied into the evaluation plan.
- The project director must be a lay person.
- Only one application may be submitted at a time.
- Only one grant funded per church or group per calendar year.
- The leadership and evaluation teams must be composed of more than one person.
- **For programs working with children, all personnel must be at least 17 years of age or older. They must have a SLED background check and documentation verifying this.**

We strongly recommend/suggest that you seek the assistance of your district grant specialist to process a successful grant application.

**MAIL APPLICATIONS TO: Rev. O. Julius Hadden, Chairperson
ELCC Funding Committee
4379 Union Church Road
McBee, SC 29101**