



# CHURCH & SOCIETY

The United Methodist Church

Living **FAITH** Seeking **JUSTICE** Pursuing **PEACE**

Send completed applications to:

General Board of Church and Society  
Attention: Marvlyn Scott  
100 Maryland Avenue, N.E.  
Washington, DC 20002  
Fax: 202-488-5639

Questions please contact:  
[grants@umcjustice.org](mailto:grants@umcjustice.org)

## **HUMAN RELATIONS DAY GRANT APPLICATION**

### APPLICATION FORM AND GUIDELINES 2017-2020

#### **Background and Purpose**

Human Relations Day Grants provide funding to support and promote ministries that respond to non-violent young offenders through education, advocacy, or leadership training and development.

Human Relations Day (January 20, 2019) is a churchwide Special Sunday of The United Methodist Church. This day of social action and giving raises awareness and strengthens United Methodist outreach to communities in the United States. Funds collected support the Community Developers program of the General Board of Global Ministries and a portion (10%) is dedicated to providing funds through Church and Society's Human Relations Day Grants Program to ministries of education, organizing and advocacy.

In The United Methodist Church calendar, Human Relations Day happens the Sunday closest to the observance of Martin Luther King, Jr.'s birthday. The juxtaposition of these two very special days is not a coincidence. The United Methodist *Book of Discipline* describes the purpose of Human Relations Day as a call to "the Church to recognize the right of all God's children in realizing their potential as human beings in relationship with each other."

#### **Required Steps**

- Plan** ahead to meet the posted deadline
- Review** eligibility requirements and objectives
- Request** Bishop's or Bishop's designee letter in time to be included with application. No application will be considered without this letter of support and signature.
- Prepare** project description and budget and include a copy of your organization's budget.
- Fill in** application form completely and accurately.

## **THE GENERAL BOARD OF CHURCH AND SOCIETY**

According to the 2016 *Book of Discipline*, the purpose of the General Board of Church and Society (GBCS) shall be to:

[R]elate the gospel of Jesus Christ to the members of the Church and to the persons and structures of the communities and world in which they live. It shall seek to bring the whole of human life, activities, possessions, use of resources, and community and world relationships into conformity with the will of God. It shall show the members of the Church and Society that the reconciliation that God effected through Christ involves personal, social and civic righteousness. (¶1002)

As one of the four international program boards of the United Methodist Church, Church and Society:

- Seeks to implement *The Social Principles* and other General Conference policy statements related to social concerns (i.e., The Book of Resolutions).
- Enables church members to identify and respond to critical social justice issues. Throughout the United Methodist connection, Church and Society provides resources and training for Christian social action at community, state and national levels.
- Expresses to the church and to the world its convictions, interpretations and concerns, recognizing the freedom and responsibility of all Christians to study, interpret and act on social justice issues. Located at the United Methodist Building on Capitol Hill in Washington, DC and the Church Center for the United Nations in New York City, Church and Society provides a key witness to policymakers on issues of moral concern.

## **THE GBCS HUMAN RELATIONS DAY GRANTS PROGRAM**

The purpose of Church and Society's Human Relations Day Grants (HRDG) is to provide funding to promote ministries that respond to non-violent young offenders through education, advocacy, or leadership training and development.

January 20, 2019: Human Relations Day is one of the opportunities for United Methodist Churches to celebrate our connectional work. This day of social action and raising awareness aims to promote ministries of reconciliation and healing. Monies raised support the Community Developers program of Global Ministries as well as the Human Relations Day grant program of Church and Society

In The United Methodist Church calendar, Human Relations Day happens the Sunday closest to the observance of Martin Luther King, Jr.'s birthday. The juxtaposition of these two very special days is not a coincidence. The United Methodist *Book of Discipline* describes the purpose of Human Relations Day as a call to "the Church to recognize the right of all God's children in realizing their potential as human beings in relationship with each other."

## **INSTRUCTIONS FOR SUBMITTING A FUNDING APPLICATION**

1. Eligibility requirements. To apply for funding from the HRDG Program, the applicant must be a:
  - United Methodist local church, district, conference or other affiliated group/organization
  - Ecumenical group/organization working with and through at least one United Methodist agency or organization, whose program impacts at least one United Methodist local church.
2. Complete an HRDG **application**. Make sure that your proposal meets all program requirements stated on page 4 and 5. Plan ahead so that you can secure all of the necessary signatures on the endorsement page of the application by the deadline. Applicants may seek assistance from GBCS staff in completing grant applications. **No application shall be accepted after the deadline.**
3. Submit the completed application postmarked by one of the following **deadlines**:

**January 10<sup>th</sup>** for the March funding cycle

**August 10<sup>th</sup>** for the October funding cycle

Send the application to:

General Board of Church and Society

Attention: Marvlyn Scott

100 Maryland Avenue, N.E.

Washington, D.C. 20002

Fax: 202.488.5639 (Send an original by mail, if you fax the application)

**E-mail: [grants@umcjustice.org](mailto:grants@umcjustice.org)**

## **AFTER SUBMITTING AN APPLICATION**

1. Upon receiving an application, GBCS will send the applicant a letter of acknowledgment with a copy sent to persons indicated on page 13 of the application.
2. The Assistant General Secretary for Advocacy and Organizing (John Hill, [jhill@umcjustice.org](mailto:jhill@umcjustice.org)) in coordination with other Church and Society staff will review, compile and forward information received to the grants working group of GBCS Board of Directors for their consideration.
3. Grant decisions are communicated in writing to the applicant soon after each fall and spring board meeting of GBCS.

## **APPLICATION AND HUMAN RELATIONS DAY GRANT PROGRAM GUIDELINES**

1. The program/project must be initiated by or developed in partnership with one or more specific United Methodist church.
2. The program/project must focus on needs of non-violent juvenile youth offenders as they address one or more chronic social problems or concerns (e.g. housing, employment, health care, human rights, education, the environment, racism etc.). (See *The Social Principles of The United Methodist Church*).
3. All applicants must have a supervisory board which shall make all policy decisions and be composed of a majority of members of The United Methodist Church.
4. The program/project should engage in one or more of the following strategies:
  - **Social Justice Education** To teach people about social justice, economic, public policy and environmental, justice issues. Education may take place through seminars, workshops, consultations, and/or the development of resource materials.
  - **Leadership training and development** for people to become catalysts for change and witnesses to social, economic and public policy issues within and beyond the church. This can occur through seminars, workshops, consultations and internships.
  - **Public Policy Advocacy** monitoring of issues that impact the lives of non-violent youth offenders in the church and society (e.g. legislation on immigration, racially motivated violence, criminal justice, employment, etc.)
  - **Connecting Justice with Mercy** assisting and supporting non-violent youth offenders as they make faithful connections between acts of mercy and systemic advocacy for justice in the local, national and global community.

Consider these definitions as you submit your proposal:

**A. Justice** has to do with fairness, with what people deserve. It results from **social structures** that guarantee moral rights. **Charity** has to do with benevolence or generosity. It results from people's good will and can be withdrawn whenever they choose.

**B. Advocacy** is acting, speaking or writing in support of a person or an issue. An **Advocate** is one who works for social change through addressing policy or programs alongside and/or on behalf of a group of people.

7. Each funding request will be considered on its own merits (with no required minimum or maximum amount) and with consideration for the availability of funds.
8. All funding from GBCS must be used for actual programmatic components of the program/project and not for salaries, purchase of equipment, purely administrative costs, and direct delivery of services or building construction. GBCS will not fund a publication unless it is in the context of a larger program or project

9. The intent of the HRDG Program is to provide start-up money for programs/projects. Therefore, the HRDG Program gives priority to first time applicants. After receiving a grant from GBCS, applicants may submit an application in subsequent funding cycles only if the program/project has a new focus.
10. Where applicable, program/project leadership must consult with the appropriate District Superintendent, Resident Bishop or his/her designee, the Conference Director of Connectional Ministries Director, the Conference Board of Church and Society Chairperson, (or the responsible constituent bodies)..
11. Applicants must meet all of the above eligibility requirements and submit a complete application by the deadline.

**NOTE: Only completed applications will be reviewed.**

Upon receipt of a completed grant application, Church and Society staff will conduct an initial review of the application to consider its conformity with these guidelines. Please use the checklist on the the front of the application to ensure that your proposal is complete.

**DEADLINES: September 4th**



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## HUMAN RELATIONS DAY GRANTS PROGRAM APPLICATION

2017-2020

### I. IDENTIFICATION FACTS

**AMOUNT REQUESTED:** \_\_\_\_\_

A. Title of program/project: \_\_\_\_\_

\_\_\_\_\_

B. Name of group(s) applying: \_\_\_\_\_

\_\_\_\_\_

C. What type of group(s) do you represent? (Check one or more if multiple groups applying.)

<input type="checkbox"/> Local Church	<input type="checkbox"/> Conference	<input type="checkbox"/> Other affiliated group/organization
<input type="checkbox"/> District	<input type="checkbox"/> Racial/Ethnic Caucus	<input type="checkbox"/> Ecumenical group/organization working with and through a United Methodist agency (agencies) or organization

D. What is your Conference? \_\_\_\_\_ Jurisdiction: \_\_\_\_\_  
(For Local Church and District only.)

E. Mailing address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

F. Program/Project Director(s):

G. Contact Person (If different than F):

**FOR OFFICE USE ONLY:**

**Received:**

*(Date Stamp Here)*

**Log Number:**

**II.****PROGRAM/PROJECT DESCRIPTION**

To respond fully to the questions, you may use additional pages or reproduce pages 2-3. On reproduced pages, be sure to copy the questions when answering them.

1. What type of activity does your program/project engage in? (May check more than one. See item 6 p. iii for a description of these activities).

Public Policy Advocacy     Leadership Training & Development     Social Justice Education

Connecting Mercy with Justice

2. Check if your program/project is:

A new initiative     An ongoing program/project (If so, please provide a brief history) **Priority is given to new and emerging programs.**

3. What are the **needs** that your program/project addresses? How do they relate to the Social Principles of the United Methodist Church?

Does your congregation pay its Conference and World Service apportionments in full? *The required signature from the District Superintendent, Bishop or other Conference representative named on the application signature page confirms this.*

Yes

No

4. Name the **assets** in the community that you will build on. Include all **institutional partnerships** that you will align to meet your program outcomes. What works in the community? What institutions will you or do you partner with, such as schools, businesses, faith communities, elected officials, civic groups, advocacy groups?

5. Describe your **objectives** that this proposal addresses and how they will be evaluated. *(Please Be Specific.)*

6. Describe the **components** of your program/project and how it fulfills these objectives.  
*(Please be specific.)*
  
7. How does this social justice program/project **strengthen** one or more United Methodist ministries that address and empower non-violent youth offenders through education, leadership training and development, public policy advocacy, connecting mercy with justice, or organizing for systemic change?
  
8. Describe the **racial and ethnic background** of the majority of those who will be effected by the program/project? **Give percentages if possible.**
  
9. Describe the ethnic background of those that will work in the program/project? **Give percentages if possible.**
  
10. Submit detailed schedule/time table **by month and year** that you will follow to complete, evaluate, and follow-up the program/project as funded by GBCS?
  
11. What are the specific **outcomes** that you expect to achieve when the program/project is completed according to the time table in item 10?
  
12. How do you plan to **measure and evaluate** the achievement of outcomes set outlined in item 11?  
*(Please Be specific.)*

**III.****FUNDING REQUEST**

1. Requested amount from GBCS:
  
2. Has your group received previous funding from the HRDG Program?  
 No  Yes. If so:  
  
How much and when?  
  
Title of the previous program/project:
  
3. If applicable, describe your plan for funding this project beyond the current grant.

**IV. FINANCIAL INFORMATION**  
**ANTICIPATED INCOME**

<b>Line#</b>	<b>Description of Income</b>	<b>Amount(S)</b>
	United Methodist	
1	General Board of Church and Society	
2	<b>Other General Agencies (specify)</b>	
3	Conference	
4	District	
5	Local Church(es)	
6	<b>Other denominations (specify)</b>	
7	Individual Donations	
8	Registration fees	
9	<b>Foundations (specify)</b>	
10	Government agencies	
11	<b>Other (specify)</b>	
	<b>Total Anticipated Income</b>	
12	<b>In Kind (specify)</b>	
13		
14		
15		
	<b>Total In-Kind Income:</b>	
	<b>TOTALS</b>	

**APPLICATION WILL BE CONSIDERED INCOMPLETE IF SPECIFIC FUNDING SOURCES OTHER THAN GBCS ARE NOT LISTED.**

## PROPOSED PROGRAM/PROJECT BUDGET

**WE DO NOT FUND SALARIES**

Line #	Description of Anticipated Expenses*	Amount to be Funded by GBCS(\$)	Amount to be Funded by Other Sources(\$)	Subtotal (\$)
	<b>TOTAL(S)</b>			

**\*Be as specific as possible (use additional pages as needed).**

**What period of time do you anticipate incurring the above expenses? (Please give specific dates).**

**V.****ORGANIZATION AND POLICY-MAKING**

Please identify the leadership of your program/project's supervising board.

**Name and Address**

**Title or Position**

**Racial Ethnic Group**

**Phone Number**

**Email**

**VI.****ENDORSEMENTS**

Before final approval, the funding application must be reviewed and endorsed by the designated persons below. These persons and GBCS members residing in the program/project's conference will be notified of both the receipt of the proposal and action taken on it by the General Board of Church and Society.

*I have reviewed the above proposal and believe it is a means of strengthening and developing ministries with and for non-violent youth offenders.*

<b>Title</b>	<b>Name and Address</b>	<b>Phone</b>	<b>Signature</b>	<b>Date</b>
Local Church Pastors (if applicable) <b>P</b> Endorsement letter enclosed				
District Superintendent <b>P</b> Endorsement letter enclosed				
Conference Director of Connectional Ministries <b>P</b> Endorsement letter enclosed				
Conference Board of Church and Society Chair* <b>P</b> Endorsement letter enclosed				
Resident Conference Bishop (or designee)* <b>P</b> Endorsement letter enclosed				

\* or equivalent responsible constituent body or appropriate person.