



# **ENCORE Ministry Foundation**

## **Grant Guidelines and Application Packet**

for  
**Older Adult Ministries**  
in the

Tennessee-Western Kentucky  
Conference of  
The United Methodist Church

**For additional information contact:**

**Cindy Solomon**  
**ENCORE Ministry Foundation**  
**1250 Old Hickory Blvd.**  
**Brentwood, TN 37027**

**Email: [csolomon@encoreministry.org](mailto:csolomon@encoreministry.org)**

# The Criteria

1. The ministry (program/project) must contribute directly to the mission and ministries of making disciples of Jesus Christ and must be consistent with the doctrine and social principles of the United Methodist *Book of Discipline*.
2. The ministry should focus on developing intentional, innovative, and creative ministries by, with, and for older adults.
3. The ENCORE Ministry Foundation is affiliated with the Tennessee-Western Kentucky Conference of The United Methodist Church. Grants are made to United Methodist churches and agencies and affiliated organizations in the Tennessee-Western Kentucky Conference as well as not-for-profit organizations which grew out of or have a current connection to a Tennessee-Western Kentucky Conference United Methodist church or agency. On rare occasions the ENCORE Ministry Foundation Board reserves the right to consider grant applications from organizations not affiliated with The United Methodist Church but that serve United Methodists along with other constituencies, or, in the opinion of the board, can serve as an innovative model for future ministries of United Methodist Churches or agencies.
4. Generally, ministries funded will have the following characteristics:
  - Address root causes of critical issues related to older adults
  - Include a process for local churches, districts, or other entities to listen, discern, and respond to the issues and concerns of older adults
  - Enhance the spiritual faith development of older adults
  - Demonstrate significant involvement of older adults in decision-making, development, and implementation of the program/project
  - Be culturally sensitive and inclusive in all aspects of the program/project
  - Demonstrate a commitment from other funding partners for ongoing support
5. Generally, grants are awarded as dollar-for-dollar matching grants. Funds are generally not disbursed until the church or agency has the match for the grant in hand.
6. Grants will be awarded on a one-year basis. Churches or groups may reapply for grants of innovative new ministries, up to a total of three years, provided that the program or ministry has a viable and demonstrated plan for ongoing funding after ENCORE Ministry Foundation grants are complete. Special consideration for repeat grants may be given to churches or agencies that serve low-income senior

adults where a self-sustaining income plan is more difficult to achieve. A church or agency may apply for only one grant per year.

7. Churches receiving grants agree to “pay forward” these grants by taking an ENCORE Ministry Foundation offering on the second Sunday of September or another Sunday of their choosing.
8. Funds are not granted for budget deficit reduction or debt retirement.
9. Grant applications are accepted all year and are acted on at ENCORE Ministry Foundation Board meetings.

## **ENCORE Ministry Foundation Grants**

1. **New Older Adult Ministry Program Grants**  
Available to Tennessee-Western Kentucky (TWK) Conference United Methodist churches that do not presently have an active older adult ministry and wish to start one. These one-time grants are for \$1,000.
2. **Growing Older Adult Ministry Grants**  
Available to TWK Conference United Methodist churches with existing older adult ministries that wish to expand and lack the funds to do so. Grants are up to \$2,500 and are dollar-for-dollar matching grants.
3. **Older Adult Community Service Grants**  
Available to TWK Conference United Methodist churches to do training, empowering, or advocacy around older adult issues. These grants are also available for ministries providing food security, transportation, healthcare, affordable housing, and spiritual development. Grants are up to \$10,000 and are dollar-for-dollar matching grants.
4. **Bill and Lynn McAlilly Grants for Church Accessibility**  
Available to TWK Conference United Methodist churches or TWK Conference facilities to make them accessible to older adults so that they may fully participate in church activities. Grants are up to \$10,000 and are dollar-for-dollar matching grants.
5. **Disaster Relief Grants**  
Available to TWK Conference United Methodist churches and agencies where disaster damage has significantly impacted the church or agency's ongoing older adult ministry. Grants are up to \$10,000 and are dollar-for-dollar matching grants.

6. **Fred and June Blankenship Grants for Individual Assistance**

Available to TWK Conference United Methodist churches wishing to assist older adults in their church or community with personal and/or financial needs which neither the church nor the individual can fully fund. Grants are up to \$5,000 and are dollar-for-dollar matching grants.

7. **Kent and Ellen McNish Grants for Older Adult Food Security**

Available to TWK Conference United Methodist churches for alleviating hunger and malnourishment among older adults. Grants are up to \$10,000 and are dollar-for-dollar matching grants.

## **Application Question #9**

The items below correspond to question 9 sections A–E and are intended to help applicants know more fully what the Grant Review Committee is looking for in each section.

### **A. Stating the Problem/Need**

- What are the issues or needs that are being addressed by the church, district, or other Tennessee-Western Kentucky Conference-related entity requesting these funds?
- Have the persons who will benefit from this ministry been involved in the decisions about the proposed ministry or program?

### **B. Description of the Ministry or Program**

- Please describe in detail the proposed ministry or program.
- What are the desired outcomes?
- What are the steps that must be taken to be successful?
- If the project involves building or site upgrades to improve accessibility for those with mobility challenges, document that the improvement will meet ADA standards.
- Have there been previous attempts to address the issue/need?
- Is there any other group in your community with a similar ministry or program?

### **C. Budget**

- Attach a complete, detailed income and expense budget for this ministry or program.
- If the project involves building, site upgrades, or renovations, attach an itemized scope of work that includes work to be done, materials, and labor costs.
- List income from all sources, (remember ENCORE Ministry Foundation grants are generally dollar-for-dollar matching grants). Include both cash and in-kind contributions.
- If the church or agency's match for the grant is not in hand, describe your fundraising plan to raise the additional funds.
- If this is an ongoing program or ministry, how will the program be funded after the ENCORE Ministry Foundation grantfunding ends?
- Attach contractor bids, drawings, pictures, and any other information that will help the committee understand the scope of the project.

## **D. Leadership**

- Who are the persons involved in leading the ministry or program?
- Are a majority of the decision-makers older adults?

## **E. Evaluation Plan**

- Evaluation lets us know what a ministry or program looks like in operation as well as the results it is achieving. How are you going to evaluate this ministry or program?
- Who will handle the evaluation?
- Grant recipients require a written ministry evaluation within 12 months after receiving a grant from the ENCORE Ministry Foundation.

## **When Your Application is Complete**

The preferred delivery method is to scan and email an application (pages 7 and 8, including attachments A – E) to [csolomon@encoreministry.org](mailto:csolomon@encoreministry.org). If you're unable to scan and email, send via USPS to:

### **Cindy Solomon**

ENCORE Ministry Foundation  
1250 Old Hickory Blvd.  
Brentwood, TN 37027

## **Grant Application Approval**

If your grant application is approved and funded, the church or agency will:

1. Be notified by email and/or phone call no later than two weeks following the approval of your application.
2. Be asked to sign and return a Grant Acceptance Agreement.
3. Submit financial documentation indicating that match funds are in hand prior to returning the Grant Acceptance Agreement.
4. Receive funds for the full amount of the grant (unless other specific details are indicated upon grant approval).
5. Submit an evaluation of the program/project within 12 months of receiving the grant funds. This evaluation shall include photos of the ministry and at least a 500-word description/summary of the ministry or program.
6. Take an ENCORE Ministry Foundation special offering on the second Sunday of September or other Sunday of the church's choosing.

# ENCORE Ministry Foundation Grant Application

Indicate which grant this application is for:

\_\_\_ New Older Adult Ministry Program Grant

\_\_\_ Disaster Relief Grant

\_\_\_ Growing Older Adult Ministry Grant

\_\_\_ Fred and June Blankenship Grant for Individual Assistance

\_\_\_ Older Adult Community Service Grant

\_\_\_ Kent and Ellen McNish Grant for Older Adult Food Security

\_\_\_ Bill and Lynn McAlilly Grant for Church Accessibility

1. **Date of application:** \_\_\_\_\_

2. **Church or group applying:** \_\_\_\_\_

3. **Name of program or ministry:** \_\_\_\_\_

4. **Address of church or group:** \_\_\_\_\_

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

5. **Primary contact person:** \_\_\_\_\_

6. **Contact's phone #:** \_\_\_\_\_ **e-mail address:** \_\_\_\_\_

7. **Pastor's name (if different from contact)** \_\_\_\_\_

8. **Pastor's phone #:** \_\_\_\_\_ **e-mail address:** \_\_\_\_\_

9. **Attachments:** Provide information for items A–E on additional sheets; attach to application.

**A. Issues/needs statement**

- Describe the issues/needs you want to address.

**B. Description of the ministry or program**

- Describe in detail the ministry or program which you propose to meet the needs described above. (What, when, where, who and how?)

**C. Budget**

- Provide a complete income and expense budget. For building site upgrades or renovations, attach an itemized scope of work that includes work to be done, materials, and labor costs. Include contractor bids, drawings, pictures and tractor bids, drawings, and pictures. Submit a fundraising plan for matching funds not in hand.

**D. Leadership team**

- List each person on your leadership team, noting the total number who are 65 years of age or older.

**E. Evaluation plan**

- How will you know you have accomplished your goals and objectives?
- Who will be on the evaluation team? (*Endorsers of this ministry and*

*members of the leadership team should be included.)*

- Who will be responsible for submitting a written evaluation 12 months after receiving grant funding?

**10. Description of your congregation by membership and attendance:**

\_\_\_\_\_ Number of members                      \_\_\_\_\_ Average worship attendance

**11. Percentage of your congregation 65 years and older: \_\_\_\_\_**

**12. Population size by location:**

\_\_\_\_\_ City over 100,000 persons                      \_\_\_\_\_ Rural Community  
\_\_\_\_\_ City under 100,000 persons

**13. Total cost of ministry/program for which you are applying:**                      \$ \_\_\_\_\_

**14. Matching amount from the church or other funds:**                      Minus \$ \_\_\_\_\_

**15. Grant amount for which you are applying:**                      Equals \$ \_\_\_\_\_

**16. If the group applying for this grant is not a United Methodist church or agency:**

- a) On a separate page describe any connection your organization has to The United Methodist Church.
- b) Attach a copy of your 501(c)(3) determination letter from the IRS.

**17. Have you received a Golden Cross Foundation or ENCORE Ministry Foundation grant in the past?** No \_\_\_\_\_ Yes \_\_\_\_\_

**18. If the answer to question 17 is Yes, has the required evaluation of that grant been sent?** No \_\_\_\_\_ Yes \_\_\_\_\_

**19. Endorsement signatures: *signatures are required before application can be processed***

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*Primary contact's signature* \_\_\_\_\_ *Date* \_\_\_\_\_

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*Pastor's signature (or chairperson for non-local churches)* \_\_\_\_\_ *Date* \_\_\_\_\_

*Tennessee-Western Kentucky Conference district:* \_\_\_\_\_

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*District superintendent's signature* \_\_\_\_\_ *Date* \_\_\_\_\_

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## Grant Checklist

In order for your grant application to be considered complete and ready for the Grants Committee to review, you must include the following in your grant request application. Incomplete applications will not be reviewed until all information is received. If you have a question about any of these items, email [info@encoreministry.org](mailto:info@encoreministry.org) for clarification.

- Application date
- Name of church or group applying
- Address of church or group
- Primary contact person's name, email address, and phone number
- Program or ministry name
- Pastor's name, email address and signature (if different from contact person)
- Issues/needs statement
- Description of ministry or program
- Budget
- Leadership team list
- Evaluation plan
- Congregation membership size and average worship attendance
- Percentage of congregation 65 years and older
- Population size by location
- Total cost of ministry/program
- Matching amount from the church
- Grant amount
- Indicate past Golden Cross Foundation or ENCORE Ministry Foundation grants
- District superintendent's name, district, email address, and signature