**Church Requesting the Grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Person Requesting the Grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of the Grant Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please use the following guidelines when reviewing a grant request. Grant committee members are encouraged to satisfy all questions before recommending a grant to the full UM-DHM committee for approval.

**Goals**  
󠇆 Do the project’s goals clearly connect to the grant?  
 (e.g., not acceptable: requesting funding for interpreters and the goal is “Wanting to grow the church.” More information is needed.)

󠇆 Are the project’s goals in line with UMC's mission?

(e.g., to make disciples of Jesus Christ for the transformation of the world.)  
  
󠇆 Does the grant's mission align with The UMC?  
 (e.g., welcoming or supporting hospitality with Deaf and hard of hearing people? Or www.rethinkchurch.org)  
  
󠇆 Do the objectives look like they would reasonably assist with meeting the project's goals?  
 (e.g., goal: Provide accessibility by installing a hearing loop system; objective: (1) Installing a FM system. (2) Promoting it to older church members.)  
  
󠇆 Does the application specifically show how many people will be impacted by the grant or how many people will “directly” benefit from the grant?  
 (e.g., grant for a deaf camp will support/sponsor five campers or an assistive listening system for 8 late-deafened parishioners.)

󠇆 Does the application have a community component (community impact)?  
 (e.g., teaching ASL at a nursing home, encouraging deaf awareness or deaf ministry with other pastors or churches in their district or annual conference, or promoting accessibility with local V.A. offices.)

**Budget**   
󠇆 Does the budget seem reasonable for the project described?   
  
󠇆 Are the budget line items correctly calculated?   
 (e.g., does p. 4 section 2 “Total $ Requested” match the section 4 budget “Committee Funding”?)  
  
󠇆 Does the budget include other funds helping toward the grant project (beside the UM-DHM grant)?  
 (e.g., a church contribution of $250 or an in-kind donation of $150.)

󠇆 Does the budget in section 4 include on subsequent application pages copies/images of receipts, invoices, and/or estimates (e.g. online store screen shots) that shows their project/ministry expenses?

**Completed Application**   
**󠇆** Is the person requesting the grant affiliated with The United Methodist Church?  
  
󠇆 Is the project start date or end date within 6 months of the grant application?

(Note: It may be necessary to ask the person requesting the grant to resubmit it within 6 months of the project.)

󠇆 Does the application clearly show who the contact person(s) is, including their contact information?

󠇆 Does the application clearly show how the ministry will be sustainable (without DHM grants) going forward?

(e.g., an annual fundraising effort, a special Sunday offering, apply for other grants, working with the church finance committee to include a budget line item, and/or partner with other ministries/churches.)

󠇆 Is the grant application fully completed?  
 (e.g., no blank sections.)

󠇆 Is support documentation included with the application?  
 (e.g., a letter from the pastor or D.S. supporting/endorsing the ministry/project, a brochure, an invoice, a computer screen shot of the assistive listening system, or a job description for hiring a Deaf or hard of hearing ministry coordinator.)  
  
󠇆 Has the person or church requesting the grant received a grant from this committee before? If so, what year(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Note: Generally, a church or ministry can only request a grant once for the project, unless there are special circumstances or the ministry is being enhanced in some way from the original grant request.)  
  
󠇆 Is this a NEW Deaf ministry OR a Deaf ministry that is expanding or being enhanced? (Note: Generally, a church or ministry can only request a grant for a NEW ministry or for expanding its ministry. Established ministries asking for funding are not typically approved. Expanded ministries should include their plan for how it’s differing from their established ministry.)  
  
󠇆 Does the grant application include a reasonable plan to help the project be successful?  
 (e.g., a plan for a new ministry might include a coordinator, staffing or volunteers, ways to promote it,   
 and have some type of church support.)

**Population Served**  
󠇆 Does the grant intend to serve United Methodists?  
  
󠇆 Is the grant intended to serve or include Deaf, hard-of-hearing, late-deafened, and/or Deafblind people?  
 (e.g., persons with disabilities can be included, but there should be an emphasis for Deaf, hard of hearing late-deafened, and Deafblind persons.)  
  
󠇆 If the grant is intended for a wider audience, does it include people with disabilities?  
 (e.g., Deaf adult camp for people with intellectual disabilities.)

󠇆 Is the project consistent with one of the ministry programs or missions that is typically approved by the UM-DHM committee?  
 (e.g., hearing loop system, Deaf camp, Deafblind camp, deaf missions, mission outreach, curriculum   
 development, hiring a Deaf or hard of hearing ministry coordinator, new ministries, etc.)  
 (Note: Grants are not limited to these typical ministry programs or missions.)

**UMC’s Four Areas of Focus**󠇆 Does the project correlate with one of the four areas of focus?  
 (<http://www.umc.org/how-we-serve/four-areas-of-focus-overview> )  
  
󠇆 Does the project engage in ministry with the poor?  
  
󠇆 Does the project help to improve global health?  
   
󠇆 Does the project assist with the development of principled Christian leaders?  
  
󠇆 Does the project help to create new and renewed congregations?