

## 2023 PROJECT GRANT APPLICATION

### Disability Ministries Committee of The United Methodist Church (DMC)

A partner ministry of the General Commission on Religion and Race

## ADVANCE #3021054: CHURCH ACCESSIBILITY AND DISABILITY MINISTRY PROJECTS

### SECTION I: PROJECT OVERVIEW/ REQUEST FOR PROPOSAL

**Purpose:** To encourage United Methodist churches and related agencies to make their programs and facilities fully accessible to and inclusive of people with disabilities, by funding projects that address architectural, communication, attitudinal, and programmatic barriers.

**Project Scope:** Requests should be related to the following types of projects:

#### Church accessibility

- Accessibility modifications to a church building or grounds, e.g., remodeling a restroom to create a fully accessible restroom.
- Purchase and installation of equipment or other resources to make activities accessible, e.g., a platform lift to the chancel or an automatic door opener at the entrance.

#### Disability ministry

- Seed money for launching inclusive ministries, organizing a disability training event, or developing outreach ministries such as a church-based respite program or ramp-building ministry.

Requests are **not** considered for the following purposes:

- Salary support or general maintenance and repairs, e.g., replacing a cracked sidewalk.
- Reimbursement for projects that have already been completed.
- Funding for **chair** lifts in which a person must move to a chair attached to a rail which takes them up/ down the stairs. (Enclosed or fold-down accessible platform lifts on stairs are OK.) **Please note new stipulation.**
- Projects that specifically address the needs of people who are Deaf, late-deafened, hard of hearing, or Deaf-blind, (Apply for DHM funding from [Advance #982562](#) for projects relating to this type of ministry.)

Grants are offered on a **one-time basis** only. Please do not apply if your church or agency has already received Disability Ministry or Church Accessibility grant funding from the DMC.

The grant amount ranges from \$500-1000. Applications are reviewed once or twice a year. The 2023 grant cycle opens February 1<sup>st</sup>. Receipt of applications will be acknowledged via email. All funding decisions are made by the Disability Ministries Committee of The United Methodist Church. In the event that not all requests can be funded, priority is given to applications that have the greatest impact, best align with goals and objectives of the DMC, and represent diverse projects and geographic locations.

**Program Consideration:** As a program of the United Methodist Church, the Disability Ministries Committee of the United Methodist Church trusts that the recipient will act in accordance with the disciplinary mandate that “these ministries shall be administered in the spirit of Jesus Christ and advance the dignity of persons without regard to religion, race, nationality, [ability] or sex, and shall enhance the quality of life in the human community.”

Applicant SAMPLE APPLICATION Main Street UMC, AK \_\_\_\_\_



Ten to fifteen percent of our members are unable to participate in Sunday morning worship or to access the music and Christian Education areas. Besides worship, much of our mission work, such as packing weekend snack packs for children with food insecurities, is done upstairs as well. We host a Free Medical Clinic every Tuesday evening for the uninsured and underinsured, and donated durable medical equipment is stored on the second floor. We are currently looking at a new ministry that requires ADA compliance and are working with city officials to ensure we will meet those.

5. **PROJECT INPUT:** *How have persons with disabilities and family members been involved in setting priorities and planning? What groups in the congregation/ community are involved? Is the congregation supportive?*

Several of the church trustees have direct family experience with the needs of those utilizing wheelchairs, and the trustees have also conferred with those who would use the lift and other accessibility accommodations to gain their insights and suggestions. The congregation is extremely supportive.

6. **PROJECT PLAN DETAILS:**

- a. **Project Overview:** *What specifically will be done to address stated need? How will you use the grant? Attach photos or blueprints that help explain your project.*

See attached bids and plans. The lift would be installed in the basement as you enter the double doors, on the left side of the stairs to the upstairs. This will bring the lift out in the back of the sanctuary. We will have to remove the last two pews on the pulpit side.

- b. **Building Accessibility Assessment:** *Please attach a copy of the [Annual Accessibility Audit](#) for Churches that was completed within the last 12-18 months. See attached.*
- c. **Project Status:** *Has your project already been started or is it still in the planning phase? Still in the planning phase. If still in the planning phase, has a final go-ahead decision been made? Yes, but not until we have secured the necessary funding.*

Key project activities (steps toward project completion)	Start date	End date	Responsible person
Complete audit, determine what type of lift is needed.	Oct. 2022	Nov 2022	Mike Smith, see audit
Obtain bids for installation of platform lift and prep work..	Jan 2023	Jan 2023	Mike Smith, see bids
Complete fundraising campaigns	Jan 2023	May 2023	
Complete necessary electrical and reinforcement work.	Jul 2023	July 2023	Contractor A
Contractor to install lift and train key staff/members in use.	Aug 2023	Aug 2023	Contractor B
Consecrate and celebration project completion!	Sep 2023	Sep 2023	Pastor Brown

- d. **Project Timeline:** **Project cannot be already completed or too far in the future.**

**Project target start date** (should be within 3-6 months of application date): 7-1-23

**Project target completion date** (should be within 9-12 months of application date): 9-10-23

- e. **Standards:** *For accessibility projects, which standards you have used to develop your plans? (Check all that apply) Local ordinance X; State building codes X; [ANSI A117.1-2017](#);   ; [ADA](#) X; Other:*

**SECTION IV: FUNDING REQUEST INFORMATION** **We want to see buy-in from the congregatio**

1. **Supporting Budget for Grant Request:** *Provide a line-item budget which includes the funding request. Use template below or attach one in similar format. Identify additional sources of funding. Attach bids if appropriate.*

INCOME (specify sources)	\$ (USD)
DMC Grant (this request)	\$1000.00

Applicant Church or Agency: **SAMPLE APPLICATION** Main Street UMC

Fund raising: Capital campaign, church auction, and other fundraisers are being conducted	23,250.00
Other grants: We have applied for a conference grant	5000.00
Memorials and endowment funds	1000.00
In-kind contributions Note that a member provided initial technical assistance at no cost	
Other (please specify): UWF gift	250.00
<b>Total Income</b>	<b>\$30,500.00</b>
<b>EXPENSES</b> ( <i>itemize</i> )	
Supplies and materials	18,000.00
Labor and contractor fees	12,000.00
Permits and fees	500.00
Direct program expense	
Other (please specify)	
<b>Total Expenses</b>	<b>30,500.00</b>
<b>Balance &amp; fund-raising must equal 0.</b> <b>BALANCE</b> (Income minus Expenses)	0
<b>Plan to secure funding to cover any remaining balance:</b> fundraising will be completed first – we will have pledges and grants in hand before proceeding	

**2. Please explain your church financial commitments, congregational support and buy-in for the project, and your need for grant funding:**

We are an active, but aging congregation in a working class neighborhood with many members on a fixed income. We recently had to move to having a part-time pastor. We try hard to pay our apportionments. We have incurred several recent major expenses including replacing a 30-year-old boiler for which we could no longer get parts. Members are engaged in fund-raising and pledging as much as they can afford for the capital campaign but we know that we need additional funds.

**3. Is your congregation planning to disaffiliate from the UMC? No!**

**SECTION V: SUBMISSION OF GRANT REQUEST**

**Submission Checklist: Double check application, attachments, and signatures**

All relevant questions are answered, and budget information is provided.

Copies of relevant plans, photos, contractor’s bids, etc. are provided to help document the need for the project and funding. (see attachments)

Application is dated and signed by project director and pastor, with a signature of support from a District or Conference agency officer or director, e.g., District Superintendent, Conference disability committee chairperson.

**Email completed application and supporting documents to Grants Administrator, [information@umcdmc.org](mailto:information@umcdmc.org) by March 31st, 2023. Incomplete applications will be deferred until the following year.**

**Reporting requirements and follow-up:** If approved, you will need to complete a Grant Agreement Form before funds are released. **A final brief report, including photos and financial report, is due 30 days after project completion. Information about your project may be publicized to help inspire and inform other churches and agencies and to promote the DMC Advance.**

**SECTION VI: SIGNATURES AUTHORIZING SUBMISSION OF GRANT APPLICATION**

Mike Smith, Trustees Chair

**Name (typed or printed) of Project Contact (person completing the application):**

Mike Smith 2-25-23  
**Signature of Project Contact person** **Date**

Rev. Susan Brown

**Name (typed or printed) of Pastor (or Agency Director if not a local church):** -

Rev. Susan A. Brown 2-25-23  
**Signature of Pastor or Agency Director** **Date**

Rev. Samuel Jones

**Name (typed or printed) of one District or Conference Representative**

*Please indicate title/ role of above person: District Superintendent X; Chair of Conference Disability Concerns or entity charged with Disability Concerns per ¶653, BOD \_\_\_; Director of Connectional Ministries \_\_\_; Other\_\_\_:*

Rev. Samuel Jones 2-28-23  
**Signature of District or Conference Representative** **Date**

**NOTE – All signature lines need signatures. Local church representatives need to sign before the completed application is signed off by district or conference representative.**