



Mission Rivers District Urgent Capital Improvement Grants Instructions

Vision:

The vision of the Mission Rivers District Trustees is to encourage and assist churches to be in mission within their communities in making disciples of Jesus Christ for the transformation of the world.

Goals:

- To make disciples of Jesus Christ
- To assist churches in need of repairing, maintaining, and upgrading their facilities, or with new construction in order to be effective in their efforts in making disciples and to serve their community.

Vital Congregations

The Mission Rivers District recognizes the importance of the measures of Vital Congregations. The District Trustees shall disburse grants contingent upon the project's potential to satisfy one or more of the five areas of Vital Congregations listed below:

Vital Congregations:

- Worship
- Mission
- Evangelism
- Stewardship
- Discipleship

Capital Improvements Grant Request Process/Policy

1. Churches are required to meet 100% of their District Apportionments in order to receive a grant. (This does not apply to United Methodist related organizations/extension ministries – however they must clearly state how they are United Methodist related).
2. Churches are limited to receiving a Capital Grant for three years in a row. After three consecutive years of receiving capital grants, you must wait one year before applying again.
3. Only one capital improvement grant will be considered per church. (If a church is on a charge, each individual church can apply for a grant).
4. Senior Pastor must sign the grant application even if they are being reappointed.
5. Grant Requests Approvals:
 - The Church shall complete the application in full following the Grant Checklist. If the application is not completed in full the application will **not** be considered. Your church will not be contacted to submit missing documentation or signatures. It is your responsibility to ensure that the application is complete using the grant checklist included with the application. If you have any questions please contact the District Office before submission of grant application.
6. The Urgent Grant Application will be made available by request.
7. The Grant Application will be emailed to each church office, pastor, church lay leader and church council chair (or equivalent) in the Mission Rivers District. The application will also be available on the District website.
8. Churches/ United Methodist related Organizations wishing to submit an application:
 - Must have the completed grant application, with supporting documents, into the District Office.

- After submitting the application by email, or mail, the church or U.M. related organization requesting the grant must contact the District Office to be sure it was received.

9. The District Trustees Chair will send out an email to all applicants:

- a. Confirming receipt of their applications
- b. Advising them of the timetable for approvals/denials
- c. Letting them know the total number of applications, the total amount of all application requests, and the amount currently budgeted for grants.
- d. The person whom they may contact with any questions.

10. The District Trustees shall recommend to the District Board of Directors the amounts to be dispersed. The final authority to award grants resides with the District Board of Directors, which typically will meet to consider grants in February.

- Each church applying for a grant will be contacted with the decision of the District Trustees and District Board of Directors. If the application is denied, the reason for the denial will be given.
- For churches receiving the capital grants, the first checks to recipients usually will be sent in March.
 - Grant payments will be made from the District directly to the vendor or to the church when a bill is submitted by the church indicating the church has already paid the bill in full.

11. The District Trustees will review the Grant Application annually and make changes as necessary.

12. **Grant money has to be used in the year the grant was awarded. Grant Recipients shall return all unused funds for the grant project within 30 days of the scheduled completion date.**

The Mission Rivers District Trustees does not reimburse for projects already completed and paid for. Nor does the Mission Rivers District Trustees award grant money as part of a church's capital campaign fundraising.

Revised May 2026



Mission Rivers District Urgent Capital Improvement Grants Application

The vision of the Mission Rivers District Trustees is to encourage and assist churches to be in mission within their communities in making disciples of Jesus Christ for the transformation of the world.

The Grant Checklist, Application, and Supporting Documents must be received by the District Office.

Applications that are not completed in full will not be considered.

GRANTS OF NO MORE THAN \$10,000 WILL BE AWARDED PER APPROVED APPLICATION

Email: missionriversdistrict@vaumc.org

Phone: (757) 596-3476 _____

Date: _____

Project Name: _____

Organization Name: _____

Organization Website: _____

Mailing Address:

Address Line 1

Address Line 2

City

State

Zip Code

Required Signatures:

1) Admin Chair (or equivalent):

Printed Name

Signature

2) Senior Pastor:

Printed Name

Signature

Is this project new or on-going?

New_____ On-going_____

If on-going, how long? _____(Grant funding cannot go beyond three years for same project)

Location of Project?

Who are the key leaders for this project?

Name

Phone

Email

Name

Phone

Email

Amount of this request: _____

Scheduled date of completion: _____

Will 100% of District Apportionments be met by the end of the year? (Does not apply to UM related organizations or extension ministries)

__Yes __No (If no, then grant application will not be reviewed)

If you are a UM related organization state specifically how you are related:

How much has the church applicant raised for this project?_____

What other funding sources, and dollar amounts are you using?

Have you received a grant from the Mission Rivers District Board of Trustees previously? ____Yes ____No

If yes, then how many years have you received District Capital Improvement Grant funding? (Cannot receive grants beyond three consecutive years, must wait a year and then apply again)

Year	Name of Project	Amount

Mark the Characteristics of the Vital Congregations that fit your request for a grant and how they apply to the grant request:

Worship _____

Mission _____

Evangelism _____

Stewardship _____

Discipleship _____

Attach the following documents:

- 2024 Audit (or 2025 Audit if completed at this time)
- 2025 Current Year Church Budget
- Spending to date for current or on-going projects
- 2026 Projected budget for the project
- Bid / Quotes for project (Must be from the vendor)
- Church Council (or equivalent) minutes approving submission of application, including date.
- Submission of checklist with application

Who are you serving? (i.e. demographics of church and community)

List costs that grant money will be used to cover.

How does your project fit the mission of The United Methodist Church to make and mature disciples of Jesus Christ for the transformation of the world?

How will you measure the effectiveness/success of your program?

2026 GRANT CHECKLIST
Mission Rivers District Capital Improvements
(Attach to Front of Grant Application)

Church Name: _____

Church Project: _____

Location of Project: _____

Amount Requested: _____

- ____ First page of grant application completed in full?
- ____ Required Signatures Received
- ____ Is this grant application for new or ongoing capital expenses? New ____
On-Going ____
- ____ Location of Project
- ____ Key leaders listed
- ____ Amount of Request
- ____ Scheduled date of completion given
- ____ Commitment of 100% of District Apportionments to be paid for 2024. (Does not apply to UM related organizations or extension ministries)
- ____ If a UM related organization -state specifically how you are related to the UMC
- ____ How much has church raised for the project?
- ____ What other funding sources being used?
- ____ Have you received grants in this past? How many years? (Cannot receive grants beyond three consecutive years)
- ____ Vital Congregations Characteristics completed
- ____ 2024 Audit (or 2025 Audit if completed)
- ____ 2025 Current Year Church budget
- ____ Spending to date for current or on-going project
- ____ 2026 Projected budget for the project
- ____ Attached bids or quotes from vendors.
- ____ Church Council (or equivalent) minutes approving submission of grant application, including the date.
- ____ Submission of checklist with application
- ____ Who are you serving?
- ____ List costs that grant money will be used to cover.
- ____ How does project fit the mission of The United Methodist Church?
- ____ How will you measure effectiveness?

Applications that are not completed in full will *not* be considered. Please make sure the check list above is completed. This will ensure that your application is complete.

Approved or declined (circle one) by District Trustees. Date: _____