

TO: REQUESTERS FOR GRANTS FROM THE SEWARD UNITED
METHODIST FOUNDATION

Many people have graciously contributed to the funds of the Seward United Methodist Foundation, Inc. In most cases, the principle provided by the contributors is not available for distribution. The Foundation Board will follow those donors restricted wishes for use of the funds. There are some monies which have no restrictions. It is at the board's discretion whether the grant request can or will be paid and the amount according to what is available. We do not believe depleting the entire amount available for one project is advisable.

The Foundation is providing a request form which you will need to complete to apply for a grant. This must be in the church office mail box marked "Foundation" by the **1st day of the month** that the board will be meeting. This is to insure that the request will be available for the board to act upon. Often changes are made to the meeting date to accommodate the most members of the board and to insure a quorum. Our goal is to return a decision on the grant request by the end of the same month.

We ask that you attach justification for the use of the request. It would be advisable to put the needs/costs in priority order if the grant can only be partially funded. If the form and justification are completed in entirety, no one needs to be present at the meeting. A telephone number, where the requestor or committee member may be reached in case of a question, is on the request form. The individual or committee can not preclude that the request will be granted and proceed with ordering equipment etc. No money will be advanced. Appropriate invoices must be given to the Foundation Treasurer for payment after equipment is received, if applicable.