

(Instructions for Grant/Loan Request Form)

**Western District Church Extension Society
The United Methodist Church
Oregon-Idaho Conference**

The Grant and Loan Request Form is to be filled out completely and accurately. Be specific in your answers but when information is unknown please state when it may be available. If necessary, use addition paper and attach to the form.

1. Definition of the need: document and give complete details related to the scope of the project.
2. Secure three written bids, where applicable, for the work and materials. Indicate the vendor or contractors on the form in the space provided. Attach the bids to the completed form.
3. Prepare and submit a budget or financial plan for the project or activity. Include the following in the spaces provided:
 - a. What is the amount the local church will provide for the project? Are these funds currently available?
 - b. Have requests been provided from sources beyond the Western District Church Extension Society? State the amount of the request and the source.
 - c. Indicate the amount you are requesting from the Western District Church Extension Society. See below for *Limits and Guidelines* on Grants and Loans.
4. Indicate the time frame for the project or activity. If approved, when will the funds from the Western District Church Extension Society be needed?
5. The grant/loan request is to be signed by:
 - a. Chair of the committee originating the project or request.
 - b. Chair of the Administrative Board.
 - c. Pastor

Send the completed request including all attachments to:

Robert Ober (503) 434-1351
Project Manager
1675 SW Bonnie Jean Pl.
McMinnville, OR 97128-5783

With a copy to:

Western District Office
The United Methodist Church
680 State Street, Suite 200
Salem, OR 97301

Limits and Guidelines on Grants and Loans by the WDCES: *The amount of funds available, for both Grant and Loan requests from the WDCES may be limited. In keeping with the scriptures, loans are provided at no interest to fellow Brethren with a repayment schedule agreed upon at the time of the loan.*

The following established Limits & Guidelines have been established by the WDCES Board of Directors:

Building projects: Under \$500 – the full amount of the request (Grants and Loans); Over \$500: Grants - \$500 plus 10% of project cost over \$500 up to a maximum total of \$3,000, Loans: 20% of project cost up to a maximum of \$5,000. **New Ministries:** Grants -As needed up to a maximum of \$500, Loans – Available up to a maximum of \$1,500.

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1. Describe or define the need:

2. Vendor or Contractors (attach bids to this form):

3. Financial plan for the project or activity:

a. Amount to be provided by the local church: _____
Are these funds currently available? _____ If no, date when available: _____

b. Amount requested from other sources (beyond the WDCES): _____

c. Amount you are requesting from the Western District Church Extension Society:
Grant: _____ Loan: _____

4. Project time-line. When are the funds from the WDCES needed?

5. Sign and date the request:

Chair of the committee originating the project or request _____
Date

Chair of the administrative board _____
Date

Pastor _____
Date

Send the completed request to:

Robert Ober (503) 434-1351
Project Manager
1675 SW Bonnie Jean Pl.
McMinnville, OR 97128-5783
hobo6@verizon.net

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(If your request is approved, you are invited and requested to make a presentation about your project at the Western District Church Extension Society annual meeting.)