

## GENERAL INFORMATION ABOUT NEW PEOPLE NEW PLACES GRANT

All New People, New Places grant requests are submitted using this application form provided. **Attachments should be labeled with your church name, project name, date, and emailed with your completed grant application.**

***Your District Superintendent and the Chair of the District Strategy Team must review and sign the application form before it will be considered for review and funding by the Grant Review Committee. It is our hope that the DS and DST will discuss the project with the pastor or project lead before signing. Your application will not be considered without the signatures.***

Information found in a MissionInsite Report is helpful in formulating an accurate grant application. Additionally, some grants require specific information found in the report. You may obtain a free report specific to your church/district geographical location by contacting Nicole Alabi at (210) 408-4514 or [nicolea@riotexas.org](mailto:nicolea@riotexas.org).

**Please submit your completed application with signatures and appropriate attachments via email to Rev. Karen Horan, [khoran@riotexas.org](mailto:khoran@riotexas.org) and Nicole Alabi, [nicolea@riotexas.org](mailto:nicolea@riotexas.org).** You will be notified of any missing or additional documentation that is needed and given a reasonable time to cure the deficiency. Additionally, information regarding anticipated dates of action to be taken by the Grant Review Committee will be provided to you.

### Schedule for submission of grant application

The deadline for submission of your grant applications is **Thursday, February 8th, May 2<sup>nd</sup>, and September 5th by 5pm.**

After the Grant Review Committee has reviewed your completed application, you will be contacted to schedule a time to discuss your project with the Committee via Zoom Teleconferencing. (Dial-in information will be sent to you.) These interviews will be held within 1 week of the grant submission deadline. Interviews are scheduled for February 13<sup>th</sup>, May 9<sup>th</sup>, and September 10<sup>th</sup>. *Please note the interview is not a requirement to receive grant funding.* The interview gives the opportunity for the Grant Review Committee to hear your heart about the project and answer any questions the committee might have. We will reach out to you to schedule a specific interview time once each grant cycle has closed.

### Certain general restrictions

New People, New Places grant funds are awarded for a one-year period in an amount **up to \$6,000**. If there are **some personnel required, only 20% of the grant can be used for salary. We do not fund capital improvements to existing buildings unless it is out in the community as a “second site” for relational outreach ministries/programs.** We do give preference to Hispanic/African American Churches/ministries especially when the demographics show an increase in population or need for more ethnic ministries.

## GRANT APPLICATION FORM

<b>Church Name:</b>	
<b>Title of Project or Initiative:</b>	
<b>Pastor's Name:</b>	
<b>Church Mailing Address: Street, City, State, and Zip Code</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Grant Application Contact Person</b> <i>(If the same as above, leave this information blank.)</i>	
<b>Mailing Address: Street, City, State, and Zip code</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Name of District:</b>	
<b>Name of District Superintendent:</b>	
<b>Name of District Strategy Team Chair:</b>	
<b>Amount requested (in whole dollars, up to \$6,000):</b>	

### **Three Required Attachments**

I have attached via email the following items *(To be completed by grant applicant.):*

<b>Click box</b>	<b>Three Required Attachments</b>
<input type="checkbox"/>	<b>Entire budget of the project/initiative.</b> <i>(Must also provide other sources of funding secured or being sought after, if none, please indicate so on application.)</i>
<input type="checkbox"/>	<b>Timetable of implementation</b> of the various components that make up your project/initiative.
<input type="checkbox"/>	<b>List of project/initiative leadership</b> in place.

**Please answer the following questions as completely as possible. You should submit as much supporting documentation as possible. This includes letters of recommendations, PowerPoint presentations, Excel spreadsheets, photos, diagrams, drawings, etc. that support your project/initiative. The more information you can provide the better. The Grant Review Committee will review all documentation that is submitted.**

1. A) Provide a detailed description of your project/initiative and its intended outcome.  
B) What specific group of people do you intend to reach?
  
2. A) How will you evaluate your project/initiative throughout its implementation?  
B) What standards and procedures will you use to determine the effectiveness of the project/initiative?  
C) How often will you evaluate this project/initiative?
  
3. A) What factors in the church, community or culture have led you to the creation of your project/initiative?  
B) What specific problems or issues are you seeking to address?
  
4. A) How have you listened to and involved your local community in planning and designing your project/initiative?  
B) How will your local community be involved in the ongoing leadership of your project/initiative?
  
5. Spiritual transformation is grounded in teaching, learning, leadership development, and spiritual formation. How does your project/initiative address these elements of transformation and the nurturing of the participants' faith journey?
  
6. A) How does your project/initiative demonstrate inclusiveness and cultural sensitivity in design and implementation?  
B) How might you share your successes with other local churches, districts, or the Rio Texas Conference?
  
7. As this is seed funding, how do you plan to sustain this project/initiative for the future?
  
8. If your project/initiative involves contact with the vulnerable (i.e., poor, migrant, homeless, children, elderly, pregnant women, those with special needs), have you and/or the individuals engaged in this project/initiative (**these are required for all adults in ministry with the vulnerable**):
  - a. been certified in the Rio Texas Safety Policy?
  - b. are current on your annual safety training requirements?
  - c. up to date on your background screenings?

Please list the last date, location, and facilitator of your annual training for this project/initiative.

**RECIPIENT ACCOUNTABILITY**

If you are approved for the grant, you will need to accept these terms in writing before we send you the funds. We ask that you provide monthly data (both statistical and narrative) **for at least 6 months**. A template will be provided where you can adjust it as it applies to your project/initiative. We would like to receive these updates once funds are received. In addition to your report, we will ask that you included your responses to the questions below in your email:

- How has your targeted mission field been impacted by this ministry?
- Share any other recognizable outcomes.
- What will be your next steps because of this effort?

**Failure to comply can affect future grant submissions.**

Thank you for completing this New People, New Places Grant Application form. **Please email this completed application to your District Office for review and approval.** If you need their contact information, please go here to view the District Directory: <https://riotexas.org/our-churches>. **Please ensure that the District Office sends the final version of your application with required signatures and attachments to Rev. Karen Horan and Nicole Alabi at the Rio Texas Conference Office. Contact information is provided on page 1 of this application.**

**NEW PEOPLE, NEW PLACES GRANT APPLICATION APPROVAL**

<input type="checkbox"/> I have reviewed, approved, and support funding for this grant application <b>(Click box.)</b>
<b>District Superintendent Printed Name:</b>
<b>District Superintendent Signature:</b>
<input type="checkbox"/> I have reviewed, approved, and support funding for this grant application <b>(Click box.)</b>
<b>District Strategy Team Chair Printed Name:</b>
<b>District Strategy Team Chair Signature:</b>

**Any additional notes or comments:**