**Rio Texas Conference, United Methodist Church**

**Advance Program Application**

**2017-2020 Quadrennium**

 **(revised March 2016)**

1. Project Name
2. Project Number (current code number, if any)
3. Global Ministries project number (current code number, if any)
4. Type of Request
	1. New (Check this box if the project has never been a RTX Advance)
	2. Currently listed as a RTX or Global Ministries Advance project
	3. Update/Change (Check this box if the project is now a RTX Advance, but with a change in title, program content, or other. Describe the change and the reason for it in Question #10.)
	4. Continue as is (renewal, with no changes)
	5. Discontinue
5. Project Location
	1. Mailing Address
	2. Street Address, if different
	3. Rio Texas district
6. Project Sponsor (name of project holder or sponsoring organization)
7. Project Contact
	1. Name
	2. Title
	3. Mailing Address
	4. Street Address, if different
	5. Telephone
	6. Fax
	7. E-mail
	8. Web site
	9. Other social media sites (Facebook, Twitter, etc.)
8. Checks should be made payable to:
9. Local Participation (attach additional pages)
	1. Please describe current local United Methodist church/district/conference support, participation, and involvement, such as financial support, contributions or labor, or “in-kind” contributions like supplies, building materials, equipment, transportation, etc.
	2. If the project is related to a local United Methodist church, please attach a letter of support from the church’s pastor or Administrative Board chair.
10. Description (attach additional pages)
	1. Relationship or connection to the United Methodist Church
	2. Program, services, and ministries (background, history, and major accomplishments of this project. What programs/ministries are offered?)
	3. Mission statement (What is the main purpose of this project? What are its major goals?)
	4. Groups and clients served (What area does the project serve and who are the people who live in the area?)
	5. How contributions are used (How would a gift make a difference to the persons with whom the project is in ministry? What would a gift to this project help to accomplish?)
	6. Specifically, how does the project address at least one of the areas of focus of the Rio Texas Conference?
		1. Vitalizing congregations
		2. Transforming communities
		3. Uniting peoples
		4. Developing leaders
11. To whom is the project accountable? How will the project be measured or evaluated? Does the project have tax exempt [501(c)(3)] status? If not, under whose tax exemption is the project operating?
12. The Rio Texas Annual Conference of the United Methodist Church seeks to assure the physical and sexual safety, emotional well-being, and spiritual health of children, youth, and adults. Please describe the safety, anti-harassment, and anti-discrimination policies the project uses to meet this standard (attach a file or enter text here, or attach printed copies).
13. Please write a brief summary (100-200 words) that describes the project. This summary will be used in the Advance project catalog.

1. Recommendations (signatures)
	1. Person submitting the application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Project contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. District Superintendent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. RTX Bishop or Bishop’s designee \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachments:

* Letter of support from local United Methodist church, if required
* IRS tax exempt letter
* Copy of most recent financial statement
* Copy of child safety, anti-harassment, and anti-discrimination policies

Please mail this application and attachments to:

 Rio Texas Conference, 16400 Huebner Road, San Antonio, TX 78248-1693,

Attn: Advance application

RTX Use Only

 Date Submitted: \_\_\_\_\_\_\_\_\_\_

 Date Approved/Disapproved: \_\_\_\_\_\_\_\_\_\_\_

 Chairperson’s Signature: \_\_\_\_\_\_\_\_\_\_

 Project number: \_\_\_\_\_\_\_\_\_\_\_\_