



# **West Virginia Annual Conference**

## **Board of Global Ministries Division of Health & Welfare**



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### **Guidelines for Virginia Higgins Grants 2011**

#### **Mission Statement**

The purpose of the Division of Health and Welfare Ministries shall be to assist United Methodists to become involved in Health and Welfare ministries, especially in the areas of child care, aging, health care, and persons with handicapping conditions; and to assist organizations, institutions, and programs related to the WV Annual Conference and other units of The United Methodist Church in their involvement in direct service to persons in need through both residential and non-residential ministries.

#### **Application**

Complete the 4 page application. Additional pages may be included—use the same numbering system, for the items/questions, as listed on the application. Completed applications must be postmarked by **April 15<sup>th</sup>** and projects chosen for funding will be announced at the annual Health and Welfare luncheon at the WV Annual Conference.

#### **Priorities in Funding**

A priority in funding will be given to the WV United Methodist Health and Welfare Institutions (Glenwood Park and Burlington Family Services). Sixty percent (60%) of the available income will be granted each year to the on-going mission and ministry of these institutions. Decisions will be made annually by the Division of Health and Welfare based on perceived needs.

#### **Criteria for Funding General Projects**

1. The remaining forty percent (40%) of the available distributable income will be granted to local United Methodist Churches, Outreach Agencies, and other conference structures engaged in Health and Welfare Ministries.
2. Non-United Methodist projects may apply under the following conditions:
  - a. Demonstration that the project proposal relates specifically to the Mission Statement of the Division of Health and Welfare.
  - b. Co-sponsorship of the project with a United Methodist organization.
3. Funds will not be granted to applicant organizations for replacement of existing funds.
4. Funds will not be granted for salary support.
5. The group or agency making the application may submit only one proposal per funding cycle. If the proposal is not approved when first submitted, the group or agency must resubmit for the next funding cycle. However, no

proposal will be considered for funding by the Division of Health and Welfare more than twice.

6. Projects will be funded for no more than a three-year period.

## **What Happens If Your Project Is Funded:**

1. You will receive a letter (or email notice) from the Division chairperson in late April or early May. For approved grants the procedure is to release the funds at the Health & Welfare luncheon at Annual Conference. You will receive notification of the time, date, and location of the luncheon.
2. At the end of the funding period (June 1, 2012) a written evaluation summary will be submitted to the chairperson of the Division of Health & Welfare.

The evaluation shall include:

- a detailed listing of expenditures for the project,
- a brief summary of accomplishments.

If all funds have not been spent by June 1, submit an explanation:

- that explains why funds have not been spent,
- that explains how and when the funds will be utilized or that the funds will be returned to the Division of Health and Welfare.

## **Designation of Payee:**

Checks will be made to the United Methodist sponsoring organization which has responsibility for seeing that the funds are distributed for the purpose intended. If, after a period of 180 days, the funds have not been utilized as specified in the grant, they shall be returned to the Division of Health & Welfare plus any interest earned while in the payee organization.

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