**West Virginia Annual Conference**

**Board of Global Ministries**

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**Guidelines for Virginia Higgins Grants**

**Mission Statement**

 The purpose of Health and Welfare Ministries shall be to assist United Methodists to

 become involved in Health and Welfare ministries and programs, 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 West Virginia 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 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 of the current funding year.**

**Priorities in Funding**

 Sixty percent (60%) of the available distributable income will be granted each year to the

 on-going mission and ministry of the Health and Welfare Institutions of the West Virginia

 Annual Conference.

**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.

1. Funds will not be granted to for replacement of existing funds.
2. Funds will not be granted for salary support.
3. 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 Health and Welfare Coordinator more than twice.
4. Projects will be funded for no more than a three-year period.
5. The maximum grant to any project will be $5,000 annually.
6. Demonstration that the project proposal relates specifically to the Mission Statement

of Health and Welfare Ministries.

**What Happens If Your Project Is Funded**

1. You will receive a letter (or email notice) from the Health and Welfare Coordinator informing you of the approval and funds will be mailed to you by June 1.
2. Upon completion of the funding project and no later than December 31 of the current funding year, a written evaluation summary will be submitted to the Health and Welfare Coordinator.

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 December 31, 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 Health and Welfare Ministries.

If you fail to submit the end-of-year evaluation summary, all monies awarded shall be

returned by January 31 of the following year, and there will be no eligibility for any funding through Global Ministries for the next three (3) years.

**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 Health and Welfare Ministries plus any interest earned while held by the payee

 organization.

Applications must be postmarked no later than April 15 of the current year.

Return completed application to:

Rev. Carol McKay

Health and Welfare Coordinator

260 Scenery Drive

Weirton, WV 26062

If you have any questions, you may contact Rev McKay at pastorcarolmckay@comcast.net or
304-914-3188

Revised January 2022