



## **Mission Rivers District Capital Improvement Grants Instructions**

### **Vision:**

The vision of the Mission Rivers District Trustees is to encourage and assist churches to be in mission within their communities in making disciples of Jesus Christ for the transformation of the world.

### **Goals:**

- To make disciples of Jesus Christ
- To assist churches in need of repairing, maintaining, and upgrading their facilities, or with new construction in order to be effective in their efforts in making disciples and to serve their community.

### **Vital Congregations**

The Mission Rivers District recognizes the importance of the measures of Vital Congregations. The District Trustees shall disburse grants contingent upon the project's potential to satisfy one or more of the five areas of Vital Congregations listed below:

#### Vital Congregations:

- Worship
- Mission
- Evangelism
- Stewardship
- Discipleship

### **Capital Improvements Grant Request Process/Policy**

1. Churches are required to meet 100% of their District Apportionments in order to receive a grant. (This does not apply to United Methodist related organizations/extension ministries – however they must clearly state how they are United Methodist related).
2. Churches are limited to receiving a Capital Grant for three years in a row. After three consecutive years of receiving capital grants, you must wait one year before applying again.
3. Only one capital improvement grant will be considered per church. (If a church is on a charge, each individual church can apply for a grant).
4. Senior Pastor must sign the grant application even if they are being reappointed.
5. Grant Requests Approvals:
  - The Church shall complete the application in full following the Grant Checklist. If the application is not completed in full the application will ***not*** be considered. Your church will not be contacted to submit missing documentation or signatures. It is your responsibility to ensure that the application is complete using the grant checklist included with the application. If you have any questions please contact the District Office before submission of grant application.
6. The Grant Application will be made available by the first Friday of October.
7. The Grant Application will be emailed to each church office, pastor, church lay leader and church council chair (or equivalent) in the Mission Rivers District. The application will also be available on the District website.
8. Churches/ United Methodist related Organizations wishing to submit an application:
  - Must have the completed grant application, with supporting documents, into the District Office no later than the first Friday of December.

- After submitting the application by email, fax, or mail, the church or U.M. related organization requesting the grant must contact the District Office to be sure it was received.

9. The District Trustees Chair will send out an email to all applicants:

- a. Confirming receipt of their applications
- b. Advising them of the timetable for approvals/denials
- c. Letting them know the total number of applications, the total amount of all application requests, and the amount currently budgeted for grants.
- d. The person whom they may contact with any questions.

10. The District Trustees shall recommend to the District Board of Directors the amounts to be dispersed. The final authority to award grants resides with the District Board of Directors, which typically will meet to consider grants in February.

- Each church applying for a grant will be contacted with the decision of the District Trustees and District Board of Directors. If the application is denied, the reason for the denial will be given.
- For churches receiving the capital grants, the first checks to recipients usually will be sent in March.
  - Grant payments will be made from the District directly to the vendor or to the church when a bill is submitted by the church indicating the church has already paid the bill in full.

11. The District Trustees will review the Grant Application annually and make changes as necessary.

12. **Grant money has to be used in the year the grant was awarded. Grant Recipients shall return all unused funds for the grant project within 30 days of the scheduled completion date.**

**The Mission Rivers District Trustees does not reimburse for projects already completed and paid for. Nor does the Mission Rivers District Trustees award grant money as part of a church's capital campaign fundraising.**

**Revised August 2025**



## Mission Rivers District Capital Improvement Grants Application

The vision of the Mission Rivers District Trustees is to encourage and assist churches to be in mission within their communities in making disciples of Jesus Christ for the transformation of the world.

**The Grant Checklist, Application, and Supporting Documents must be received by the District Office on or before the first Friday in December.**

**Applications that are not completed in full will not be considered.**

**GRANTS OF NO MORE THAN \$10,000 WILL BE AWARDED PER APPROVED APPLICATION WE HAVE \$100,000 IN GRANT MONEY**

Email: [missionriversdistrict@vaumc.org](mailto:missionriversdistrict@vaumc.org)

Phone: (757) 596-3476

Fax: (757) 591-2866

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

Project Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Address Line 2

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Required Signatures:

1) Admin Chair (or equivalent):

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

2) Senior Pastor:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Is this project new or on-going?

New \_\_\_\_\_ On-going \_\_\_\_\_

If on-going, how long? \_\_\_\_\_ (Grant funding cannot go beyond three years for same project)

Location of Project?

\_\_\_\_\_

Who are the key leaders for this project?

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

Amount of this request: \_\_\_\_\_

Scheduled date of completion: \_\_\_\_\_

Will 100% of District Apportionments be met by the end of the year? (Does not apply to UM related organizations or extension ministries)

\_\_\_ Yes \_\_\_ No (If no, then grant application will not be reviewed)

If you are a UM related organization state specifically how you are related:

\_\_\_\_\_

How much has the church applicant raised for this project? \_\_\_\_\_

What other funding sources, and dollar amounts are you using?

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Have you received a grant from the Mission Rivers District Board of Trustees previously? \_\_\_\_ Yes \_\_\_\_ No

If yes, then how many years have you received District Capital Improvement Grant funding? (Cannot receive grants beyond three consecutive years, must wait a year and then apply again)

Year	Name of Project	Amount

Mark the Characteristics of the Vital Congregations that fit your request for a grant and how they apply to the grant request:

☐ Worship \_\_\_\_\_

☐ Mission \_\_\_\_\_

☐ Evangelism \_\_\_\_\_

☐ Stewardship \_\_\_\_\_

☐ Discipleship \_\_\_\_\_

**Attach the following documents:**

- 2024 Audit (or 2025 Audit if completed at this time)
- 2025 Current Year Church Budget
- Spending to date for current or on-going projects
- 2026 Projected budget for the project
- Bid / Quotes for project (Must be from the vendor)
- Church Council (or equivalent) minutes approving submission of application, including date.
- Submission of checklist with application

Who are you serving? (i.e. demographics of church and community)

List costs that grant money will be used to cover.

How does your project fit the mission of The United Methodist Church to make and mature disciples of Jesus Christ for the transformation of the world?

How will you measure the effectiveness/success of your program?

**2026 GRANT CHECKLIST**  
Mission Rivers District Capital Improvements  
(Attach to Front of Grant Application)

Church Name: \_\_\_\_\_

Church Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

- \_\_\_\_\_ First page of grant application completed in full?
- \_\_\_\_\_ Required Signatures Received
- \_\_\_\_\_ Is this grant application for new or ongoing capital expenses? New \_\_\_\_\_  
On-Going \_\_\_\_\_
- \_\_\_\_\_ Location of Project
- \_\_\_\_\_ Key leaders listed
- \_\_\_\_\_ Amount of Request
- \_\_\_\_\_ Scheduled date of completion given
- \_\_\_\_\_ Commitment of 100% of District Apportionments to be paid for 2024. (Does not  
apply to UM related organizations or extension ministries)
- \_\_\_\_\_ If a UM related organization -state specifically how you are related to the UMC
- \_\_\_\_\_ How much has church raised for the project?
- \_\_\_\_\_ What other funding sources being used?
- \_\_\_\_\_ Have you received grants in this past? How many years? (Cannot receive grants  
beyond three consecutive years)
- \_\_\_\_\_ Vital Congregations Characteristics completed
- \_\_\_\_\_ 2024 Audit (or 2025 Audit if completed)
- \_\_\_\_\_ 2025 Current Year Church budget
- \_\_\_\_\_ Spending to date for current or on-going project
- \_\_\_\_\_ 2026 Projected budget for the project
- \_\_\_\_\_ Attached bids or quotes from vendors.
- \_\_\_\_\_ Church Council (or equivalent) minutes approving submission of grant  
application, including the date.
- \_\_\_\_\_ Submission of checklist with application
- \_\_\_\_\_ Who are you serving?
- \_\_\_\_\_ List costs that grant money will be used to cover.
- \_\_\_\_\_ How does project fit the mission of The United Methodist Church?
- \_\_\_\_\_ How will you measure effectiveness?

**Applications that are not completed in full will *not* be considered. Please make sure the  
check list above is completed. This will ensure that your application is complete.**

Approved or declined (circle one) by District Trustees. Date: \_\_\_\_\_