

MINNESOTA CONFERENCE UNITED CHURCH OF CHRIST
JUSTICE AND WITNESS TEAM
GRANT POLICIES
Approved April 18, 2009

Procedural Provisions.

1. Application: The Justice and Witness (JW) Team uses two different grant request forms. The dollar amount applied for determines the form to use.
 - a. For a grant of \$1 - \$400, submit the Short Form, available on the Conference web site.
 - b. For a grant of \$401 - \$2500, submit the Minnesota Common Grant Application Form. This form is on the Minnesota Conference web site.
 - c. For all Grant applications
 1. Use the appropriate form.
 2. Type or use legible printing, for photocopying.
 3. Respond to all questions. **If you think a section does not apply in your situation, please enter "NA."**
 4. Disclose in the application or cover letter if there are other grant applications for the same project to other organizations (redundant applications).
 5. Designate a single contact person for all communication with the JW Team.
2. Evaluation and Decision:
 - a. Within 10 days after receiving a grant request, the JW Team Chair will assign a Team Member as Liaison to the applicant for all communications regarding the application, i.e., respond to questions, make notifications, and assist in any way possible.
 - b. The Liaison will direct all communication to the applicant through the contact person designated in the grant application.
 - c. The JW Team will attempt to respond to applications as soon as possible and no later than 60 days after receiving an application. The response may be a request for more information if that is necessary to a decision.
 - d. The JW Team will notify the applicant of the meeting at which the Team will consider its application. A representative of the applicant may attend that meeting in person or by telephone. The Team encourages attendance.
 - e. The JW Team Liaison will notify the applicant's contact person within 5 days after a decision is made or as soon as possible if a decision is delayed because the Team has raised questions that preclude a final decision. All decisions are final, though a rejected proposal can be amended and resubmitted.
3. Post-Decision, Grant recipient Reporting expectations:
 - a. Within 30 days after completion of the project, the grant recipient must send an impact statement and digital photographs of the project to the JW Team, directed either to the assigned Liaison or to the Team's Conference Staff person).
 - b. In the case of longer-term projects, the grant recipient should submit project reports and pictures every 60 to 90 days (contact the Liaison or Staff person if this expectation does not seem reasonable regarding the project).

General Provisions

1. Grant Parameters.

- a. An ongoing project that receives funding once is eligible to receive funding two more times for a total of three. Each request requires a full review; grant renewals are not automatic.
- b. Grants are not intended as an ongoing financing source for any single project.
- c. [Please ask the JW Team's Conference staff person or your Grant Liaison if there are questions about this provision.]
- d. Grants are not intended for salaries of current staff, but only for expenses directly associated with the project the application covers.
- e. Grant requests become the property of the JW Team of the Minnesota Conference and will be published. Minutes regarding JW Team decisions are public record.

2. Limitations on Participation of JW Team Members Regarding Applications.

- a. JW Team members are not eligible to receive grants and cannot be paid with funds from a grant [(reimbursements for actual receipted expenses may be paid if a receipt is submitted)]?;
- b. JW Team members must wait one year after ending their service on the JW Team before applying for a grant; this does not preclude others from within Team member's congregation or organization from applying for a grant.
- c. JW Team members should not directly participate in the preparation of grant applications that will be submitted to the JW Team for consideration.

3. The JW Team may, at its discretion, choose to make a donation from its grant funds or other monies to a wider church ministry of the United Church of Christ or another organization whose purposes and principles are consistent with its mission.

4. **Conflicts of Interest.** Conflicts of interest, real or perceived, cast doubt on the integrity of Conference activities. An apparent or real conflict of interest requires at least disclosure and may preclude an application. The Conference has adopted a Conflict of Interest Policy found in the Policy Manual accessible on the Conference website. Applicants should consult that Policy, and must comply with the Policy to resolve conflicts identified.

For example, the applicant shall disclose any familial, business, or other relationship between the applicant, the JW Team, and any supplier or entity that is or might be a recipient of funds or other benefits of the project, and shall disclose any familial, business, or other historical relations between the applicant and any supplier or contracting entity that will have any role in the project and between the applicant and any Justice and Witness Team member.