



Instructions for Endowment Application Completion

Please complete and provide all necessary documentation as outlined in the application. This application should be filled in completely and returned to the church office by October 31, 2025. You may return your completed application by email, postal service, or delivery to the church office. If submitting by email, please send to Rachel Crosswhite at office@fumcforestcity.com. You may mail to First United Methodist Church, 341 E Main St, Forest City, NC 28043.

Applications will be reviewed by the Endowment Committee in November and recipients will be notified after December 1, 2025.

If your grant application is approved, it is required that you send a written request for the funds which includes the amount of funds requested, address where the check should be mailed, and signature and title of the person authorizing this request. No funds can be released until this written statement has been received. The funds will be disbursed January 2026 after your written request is submitted.

Thank you,

Rev. Bill Roberts
Pastor

Permanent Endowment Trust of First United Methodist Church, Forest City

Application for Funds

Agency/Organization/Individual Requesting Funds:

Address:

Email: _____

Telephone: _____

Director/President: _____

Contact Person: _____

Members of Board of Directors:

Project/Need Information:

1. Describe your project/need. Include the number of people you expect to serve, the client group you expect to serve, and substantiation of community or individual's need.
2. What are your goals and objectives?
3. Will volunteers be used? If yes, in what capacity?
4. What is the total project/need cost? What is the amount requested from First United Methodist Church, Forest City Permanent Endowment Trust?

Permanent Endowment Trust of First United Methodist Church, Forest City

Application for Funds

5. When would funds from First United Methodist Church, Forest City Permanent Endowment Trust be needed? When would these funds be used?
6. What funding is already available for the project/need?
7. What other funding sources have you applied to for this project/need?
8. Have you received funding from First United Methodist Church, Forest City Permanent Endowment Trust in the past? If yes, when and for what amount?
9. What are your plans for future funding for the project/need?
10. What evaluation data will be collected?

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Organizational Information (If Applicable)

1. What is the purpose of your agency/organization?

2. How many years have you been in operation?

3. Do you have 501(C) (3) status? If not, what is your tax status?

4. What are the total expenses for your agency/organization? (Attach budget and balance sheet.)

5. If the grant is made, how should the check be written and to whom it should be sent? (In order for funds to be released, please provide a letter requesting the funds with your signature.)

Signature & Title of Person Submitting Request