

## Section II: RLC Individual Grants

### What RLC Grant monies for Individuals will support

The Committee can grant funds to assist lay leaders and clergy in attending developmental workshops and help laity, clergy, and youth with the costs of wider mission activities. Finally, the Committee can supply financial support to Conference programs which directly benefit local churches, and we can help pay for Interim Ministry training. In all these situations, the RLC Committee anticipates that the applicant will also have pursued and documented other avenues of potential funding.

#### For example:

- A lay leader participating in ecumenical activities focused on peace and justice initiatives such as those provided by the Maine Council on Churches
- A young adult considering ministry attending a General Synod meeting
- A clergy traveling abroad on a mission trip

**NOTE that RLC individual grants are limited in size with a maximum of \$2500. The intention of the RLC grants is to assist individuals as they equip themselves for ministry, but limited resources mean that we are unlikely to be able to fund entire projects.**

### RLC Grant Application Process for Individuals:

- Awards are granted by a majority vote of the Resourcing the Local Church Committee.
- The Resourcing the Local Church Committee meets up to six times per year, although additional meetings can be arranged for emergency applications.
- Deadline for all applications are **January 31, March 31, May 31, July 31, September 30, and November 30** each year. If a response is needed quickly to deal with an issue where time is of the essence, mark your application as “EMERGENCY REQUEST”.
- Applicant will be notified of the RLC Committee’s decision within one week of the meeting.

- Grants are typically paid by the Conference Business Office upon receipt of either invoices or receipts from Grantee. Payment cannot be made based on estimates.
- Grants must be disbursed six months from the date Grantee receives written approval from RLC. Grantee may request additional time if necessary.

#### BEFORE SUBMITTING AN APPLICATION:

- Assess whether the project falls within the guidelines of this specific type of grant. Contact a committee member listed on the second page of this handbook if you have any questions about whether your request falls within the scope of this grant.
- Determine what other funding sources are available.
- Provide a **detailed description** of not more than two pages as to how you will use the requested funds. List the ways in which you support and actively participate in the life of your congregation and include **how the grant will benefit the ministry of your local church**.
- Provide a one page description of how you propose to pay for this project. Explain why financial assistance is needed.
- Complete the RLC Individual Grant Application on the following page and attach documentation described in the bullets above.
- Return the completed grant application to [conference@maineucc.org](mailto:conference@maineucc.org) with "RLC grant application" in the subject line OR send via USPS to the conference office mailing address listed on the front cover of this handbook and include "ATTN: RLC" before the street address. (NOTE: the conference office will relocate in the near future, so you may need to find the new address from another source.)
- Following notification of acceptance of the application, submit invoices or receipts for the completed work/purchases to the Maine Conference business office or send electronic copies via email to [conference@maineucc.org](mailto:conference@maineucc.org). Note ATTN: RLC either way. Invoices will be paid directly to the vendor; receipts marked "paid" will be reimbursed to the individual.
- Projects must be completed within 6 months of the grant's approval. Funds not utilized within 6 months tie up much needed funds that could be used to serve other churches within the Maine Conference.
- Grantees must inform the RLC Committee of any delays or extenuating circumstances so appropriate action can be taken.
- Grantees are required to submit a project completion form to RLC at the Maine Conference Business office within 60 days of expenditure of grant funds. Blank completion forms can be found at the end of this handbook.



Date \_\_\_\_\_

Name \_\_\_\_\_

Street/ PO Box \_\_\_\_\_

Town \_\_\_\_\_ ZIP \_\_\_\_\_

Phone(s) \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Church Membership \_\_\_\_\_

Church Address \_\_\_\_\_

Church Phone \_\_\_\_\_ Email \_\_\_\_\_

How long have you been a member of this church? \_\_\_\_\_

Have you applied for an RLC Grant before (check one): Yes  No

Current Employment \_\_\_\_\_

For how long? \_\_\_\_\_ Retired? (Check one) Yes  No  For how long? \_\_\_\_\_

Employment prior to retirement \_\_\_\_\_

Name of Project \_\_\_\_\_

Total Cost \_\_\_\_\_ Amount Requested from RLC \_\_\_\_\_ Date Needed \_\_\_\_\_

Your Contribution \$ \_\_\_\_\_ Your Church's Contribution \$ \_\_\_\_\_

Have you sought other sources for funding? (Check one) Yes  No

If so, list the source(s) and the amount received \_\_\_\_\_

**Required Signatures:**

Applicant \_\_\_\_\_ Pastor \_\_\_\_\_

**BE SURE TO READ AND FOLLOW INSTRUCTION** on the preceding pages of the RLC Handbook before submitting this application and required supporting materials!