

Important Instructions for Completing MEF Grant Applications

First, you will need software to be able to open, read and save the PDF Application.

**While many web browsers, such as Chrome can open and read PDF files:
We DO NOT recommend trying to complete the form via your web browser.**

There are plenty of FREE options out there to do so. Here are three suggestions:

Adobe Acrobat (be sure to uncheck any boxes under “Included with your download”)

PDF-Xchange

Soda PDF

After downloading the form, please see these suggestions when completing your application.

Purpose or Goal of the Ministry/Activity/Program (page 1)

1. Be brief but clear on your purpose. Too many words become confusing.
2. Each purpose or goal should have a measurable outcome. [See page 3: how will the ministry be evaluated.]
 - a. Too vague: “We want to bless women in the church.” “We want to create harmony in our congregation.”
 - b. Better: “We want more women in the church to be encouraged in community and taught the Word of God.” “We want improved community worship in a sanctuary where everyone can hear the songs, words, and message.”
3. Write ONE ministry, activity, or program for each funding application.
 - a. For example, in one funding request do NOT include an objective for a women’s ministry, a children’s ministry, and a new sound system for the sanctuary. Those are 3 separate ministries/programs and need 3 separate funding requests/applications.
 - b. You CAN write 3 separate funding requests/applications from an individual church, one for each ministry. Multiple applications from the same church in the same year are considered and can be funded.

Project Description (page 1)

Based on your stated purpose, describe the activities that you plan to do to achieve that purpose.

1. Be realistic and as specific as you can. You will not achieve world peace so do not be grandiose.
2. Your activities may include one main thing, such as a new sound system for worship, or it may include several smaller activities toward the same goal, such an expanded youth ministry.

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How will the impact of the ministry/activity/program be evaluated? (page 3)

1. Whatever you wrote in your purpose statement on page 1 should be measurable and clearly stated here.

Example: We would like to see a 20% increase in the number of women attending planned functions at our church. We will use last year's attendance as a starting point (20 women on average at our events/Bible study/whatever you said under purpose).

Example: Once the new sound system is installed, we will canvas the congregation. We expect 90% of respondents to say they can hear all the church service clearly (Discounting people with hearing aids or devices who may have special needs).

2. It is OK if you do NOT meet your goal. Better to have a goal and not meet it than to have no goal at all!
3. In your end of year report, be sure to TELL US how well you met your goal. You could say, "Our goal was a 10% increase in attendance at youth events but we increased by 15%. OR "Our goal was to see 10 new women in our women's ministry, but we only increased by 8 women." It is acceptable to not meet goals, but you should have a goal and be able to say whether you met that goal. If you do not meet set goals, it is a good idea to write a sentence or two about why you think you did not meet the goal, or what you might do differently next time. You can still be funded in the future, even if you do not meet past goals! There may be many reasons why you could not meet a goal.

Funding Request (page 3)

There is a box where you put your total request (Example: \$3000).

Budget (page 4)

1. Clearly give a break-down in major expenses and be sure the total for the break-down in expenses exactly matches the total requested. For example: Transportation to youth events = \$1000, Admission to youth activities outside the church = \$1000, Food for youth events = \$1000, for a total of \$3000.
2. If there is no break-down in expected expenses, then you will be asked for additional information. To expedite your application, please provide a detailed breakdown of expenses. Do your best to estimate if you are unsure of the amount.
3. Please remember that MEF does NOT fund salaries of any kind. We have seen requests to pay a part-time youth pastor or a speaker at a special event or retreat. You can ask for other expenses, such as youth activities or food/housing, but NOT for anyone's salary or stipend. You will need to find that money somewhere else.

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Assets and Income (A3, page 4)

If you are requesting money for a ministry event where the attendees pay part of the cost, please specifically state how much they are paying of the cost per person, couple, or family. For example, you could say that a youth event will cost \$25 per youth but each youth/family can only afford to pay \$5. Then the funding request would be \$20 per youth X 50 youth (anticipated attendance) = \$1000. Another example, for a couple's retreat, you could say the total cost per couple will be \$200 but this is a low-income population so they can only afford \$50 per couple. The funding request is \$150 per couple X 20 couples (anticipated total attendance) = \$3000. You should also have a breakdown in expenses for the \$150 per couple: food = \$50 and housing = \$100, for example.