

# Manchester UMC Missions Grant – Reporting Form (Community Partners)

*Note: This grant reporting form is for the **external organizations independent of Manchester UMC** to report on results from receiving funding from the church offerings. If the applicant is an internal ministry of Manchester UMC, please fill out our Internal Ministry form.*

Purpose: The Missions Team of Manchester UMC designates the recipients of annual offerings (such as the Easter Offering, Christmas Offering, the General Missions Offering, the Communion Offerings). This form is to be utilized by those who have received financial support from Manchester UMC's Missions Team and annual offerings. The purpose of this form is to report on the activity of disbursed funds in the past calendar year to show outcomes, effectiveness, and growing areas for following years.

There are two parts to the Reporting Form. Please complete both:

- Cover Sheet
- Overview of Report (5-page maximum)

## **Guidelines:**

- Do not submit handwritten reports.
- Answer all the questions unless otherwise instructed by the grant writer.
- Do not include any materials other than those specifically requested.
- Please submit this form electronically to Liz Shuburte, Missions Director, at [liz.shuburte@manchesterumc.org](mailto:liz.shuburte@manchesterumc.org).

## Manchester UMC Missions Grant- Reporting Form Cover Sheet

|   |                                   |                            |  |                  |  |
|---|-----------------------------------|----------------------------|--|------------------|--|
| <b>Reporting date:</b>  |                                   |                            |  |                  |  |
| <b>Organization's legal name:</b> (as shown on IRS Letter of Determination) |                                   |                            |  |                  |  |
| <b>Address:</b>   |                                   |                            |  |                  |  |
| <b>City:</b>  |                                   | <b>State:</b>              |  | <b>ZIP code:</b> |  |
| <b>Org. Telephone #:</b>  |                                   | <b>Org. Fax #:</b>         |  |                  |  |
| <b>Org. Website:</b>  |                                   | <b>Org. Email Address:</b> |  |                  |  |
| <b>Executive Director:</b><br>(if applicable)                               | (Please include prefix and title) | <b>Phone #:</b>            |  |                  |  |
|   |                                   | <b>Email address:</b>      |  |                  |  |
| <b>Main contact(s) for this proposal:</b>                                   | (Please include prefix and title) | <b>Phone #:</b>            |  |                  |  |
|   |                                   | <b>Email address:</b>      |  |                  |  |

|  |
|--|
| <b>Organization's mission statement:</b> |
|  |

|                                   |     |         |     |                         |    |
|-----------------------------------|-----|---------|-----|-------------------------|----|
| <b>Funding period for report:</b> | / / | through | / / | <b>Amount received:</b> | \$ |
| <b>Organization fiscal year:</b>  | / / | through | / / |                         |    |

|   |
|---|
| <b>Agreement</b>  |
| <p><i>I certify, to the best of my knowledge, that all information included in this reporting form is correct. The tax exempt status of this organization is still in effect. I certify that any grant awarded to this organization has not been used to benefit any organization or individual supporting or engaged in unlawful activities.</i></p> <p><i>In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from this funder were used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.</i></p> |

\_\_\_\_\_  
Signature & Title of Authorized Representative (e.g. Executive Director)

\_\_\_\_\_  
Date

**In a maximum of five pages, please include:**

1. Who has been served by this grant (describe) and how many have been served?
2. What activities have you engaged in or provided to achieve your goals?
3. What have been the short and long-term measurable outcomes achieved by this grant?  
If some of the long-term outcomes have not yet been determined, please provide anticipated outcomes. (If your actual activities/outputs/outcomes are different than what was proposed, please explain.)
4. What specifically have you learned from this project/grant during this reporting period?
5. Did this grant help your organization reach a goal? If so, how?

Please submit this report electronically by  
December 31, 2022 to  
[liz.shuburte@manchesterumc.org](mailto:liz.shuburte@manchesterumc.org).