

# Internal Ministries Reporting Form

## for Manchester UMC Missions Grant

*Note: This grant application is for the **internal ministries of Manchester UMC** to report on results from receiving funding from the church offerings. If the applicant is an external ministry of Manchester UMC, please fill out our Community Partners Reporting 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). We request that any ministry desiring funding from these annual offerings complete a grant application in order to give our community partners the opportunity to tell us themselves about their needs, ideas, hopes, dreams, and projects.

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:

- Please 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.

**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?

## Easter Reporting Form Due Date

Please submit this report electronically by **April 19, 2024** to  
[liz.shurburte@manchesterumc.org](mailto:liz.shurburte@manchesterumc.org).

## Internal Ministries Reporting Form for Manchester UMC Missions Grants Cover Sheet

Reporting date:			
Ministry Name:			
Ministry Leader:		Phone #:	
		Email Address:	
Main contact(s) for this proposal (if applicable):		Phone #:	
		Email address:	

Ministry's mission statement:

Funding period for report:	/ / through / /	Amount received:	\$
Fiscal year:	/ / through / /		

### Agreement

*I certify, to the best of my knowledge, that all information included in this reporting form and any proceeds of this grant have not been used to benefit any organization or individual supporting or engaged in unlawful activities.*

\_\_\_\_\_  
Signature & Title of Authorized Representative (e.g. Ministry Leader)

\_\_\_\_\_  
Date