

# Manchester UMC Missions Grant – Reporting Form

## (Internal Ministries)

*Note: This grant reporting form is for the **internal missions ministries of Manchester UMC** to report on results from receiving funding from the church offerings. If the applicant is an external organization, please fill out our External Organization 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 the Pastor for Justice and Compassion Ministries, at [marybeth.hartenstein@manchesterumc.org](mailto:marybeth.hartenstein@manchesterumc.org).

## Manchester UMC Missions Grant- Reporting Form (Internal Ministries) Cover Sheet

|                                       |  |                |  |
|---------------------------------------|--|----------------|--|
| Reporting date:                       |  |                |  |
| Ministry Name:                        |  |                |  |
| Ministry Leader:<br>(if applicable)   |  | Phone #:       |  |
|                                       |  | Email address: |  |
| Main contact(s) for<br>this proposal: |  | Phone #:       |  |
|                                       |  | Email address: |  |

|                               |
|-------------------------------|
| Ministry's mission statement: |
|                               |

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

|   |
|---|
| Agreement   |
| <i>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.</i> |

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

\_\_\_\_\_  
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 ministry reach a goal? If so, how?

Please submit this report electronically  
by October 17, 2025 to  
[marybeth.hartenstein@manchestrumc.org](mailto:marybeth.hartenstein@manchestrumc.org).