

MORGAN SISTERS FUND APPLICATION

Please read entire form and instruction on back of form before filling out the form.

Activity* Name	Activity Date:	Contact Person:	BSUMC Staff Contact:
	Name:		
Requesting Ministry:	Telephone:		
	Email:		
Description of activity: Please provide enough information so that evaluators can get a thorough understanding of the activity. {Use separate pages as necessary.}			
Type of activity (Check as applicable)		If activity has a speaker/facilitator/leader include Documentation such as bio; website; etc. Please include contact information of speaker and/or Organization receiving funds. Use separate sheet(s).	
One time activity	<input type="checkbox"/>		
Innovative activity requiring seed funds	<input type="checkbox"/>		
Recurring request for which there is no funding	<input type="checkbox"/>		
How does activity impact Christian education:			
Estimated number of BSUMC members affected:			
Estimated number of Community people affected:			
Define the specific ministry goals for the activity and the expected impact the activity will have on the target audience: (Use separate pages as necessary.)			
Describe what impact the Morgan Sisters Fund will have on the activity: (Use separate pages as necessary.)			
Publicity plan for activity: (Use separate pages as necessary.)			
Evaluation plan after activity concluded: Relate to goals and impact as stated above. Use separate pages as necessary.)			
Church resources needed: e.g. Sisk Hall, kitchen, A/V equipment, etc.			
Non-church resources needed: (e.g. police presence, Lake Junaluska, facilities of other churches, etc.)			
Financial Information			
Expenses		Estimated Revenue	
Speaker/Leader cost		Ticket sales	
Travel/Lodging/Meals Cost		attendees x ticket \$:	
Materials/supplies cost		Contributions	
Publicity costs		From Ministry budget	
Venue costs			
Additional costs			
TOTAL		TOTAL	
TOTAL FUNDS REQUESTED			
ADMINISTRATIVE USE ONLY			
Date received:		Sr. Minister approval:	
Date sent to MLT:	Decision of Ministries Leadership Team:		Maximum funding amount, if approved:

*activity encompasses one time events, ongoing or starting programs, and unique ideas for educational experiences.

Instructions for filling out and submitting the form

1. Any BSUMC ministry leader or committee may submit a request. The intent of the Morgan Sisters Fund is described in the section below.
2. Please print legibly. Write something in each requested space. This single form is used for all types of requests, so depending on the nature of your particular request, it is possible that not all items on the form may be relevant. If an item is not relevant then write NA (not applicable), or if no funds are requested under a budget subheading then write \$0.
3. The BSUMC Staff Liaison should be the BSUMC staff member who has endorsed and will oversee the activity.
4. All requests must include an evaluation plan. If you will be using the standard Morgan Sisters Fund Activity Evaluation Form, then state that in the space provided. The evaluation results must be forwarded to the Associate Minister of Discipleship, Rev. Roy Mitchell, no later than 30 days after the activity has finished.
5. The Ministries Leadership Team will normally review requests and establish a budget for the Morgan Fund at its February and September meetings. To be considered for review at these times, the completed request form should be given to Associate Minister of Discipleship, Rev Roy Mitchell, by February 1 or September 1.
6. Completed request forms can be submitted to be reviewed at times other than the September and February deadlines, but the funding of such requests will be at a lower priority than those submitted for consideration at the normally scheduled time.
7. The Associate Minister of Discipleship will submit recommended applications to the Ministry Leadership Team for vote.
8. If a request of \$1,000 or less is submitted that needs to be reviewed before the next Council meeting (an expedited request), the request will be reviewed in about one week. Funding of such expedited requests will not be made at the expense of funds already committed by previously approved requests.
9. Upon approval of a Fund request by the MLT, a check will be written by the Accounting Department in accordance with the church's weekly schedule of accounts payable. Any disbursed funds unused by the requester will be returned to Accounting within 30 days after the end of the activity.
10. If you have questions about planning a request or about filling out the form, contact Roy Mitchell (roy.mitchell@bsumc.com).

About the Morgan Fund

The will of Martha Francis Morgan and Elizabeth Morgan established an endowment fund, a part of the yearly interest of which is available to BSUMC to be used for: 1. Bringing in outstanding Christian ministers and laypersons to the church to lecture and/or teach on true Christian values consistent with the teachings and beliefs of the United Methodist Church. 2. Developing and managing internal lecture, teaching, and other such educational programs in order to foster, perpetuate, or teach Christian virtues consistent with the teachings and beliefs of the United Methodist Church. 3. Compensating existing or new staff members of BSUMC to the extent of their involvement in developing, maintaining and managing such programs. The will states that the fund shall not be used for the church's general administrative or operational guidelines unrelated to such programs.

The Ministry Leadership has been charged with administering the fund, and within the goals of the will stated above, the following guidelines are used. 1. The beliefs of the UMC are defined in the current Book of Discipline of the UMC. 2. Any ministry area within BSUMC is eligible to request funds, and allocation of funds will be made to most equitably affect each ministry of BSUMC. 3. Participation in funded activities is not limited to BSUMC members. Presentation format of funded activities is not limited. 4. Funded activities may also include publicity, travel and lodging, and on-site training for leaders, teachers, facilitators and ministry coordinators.