

## GUIDELINES

### ALAMO HEIGHTS UNITED METHODIST CHURCH OUTREACH REQUESTS

The Mission of Alamo Heights United Methodist Church is “to reach out in service to the world...to the Glory of God.” In accomplishing the mission of the church, the Outreach Committee’s objective is to meet the greatest human needs in the community and beyond. Our focus will be on project-oriented programs that offer a tangible, conclusive solution. The participation of Alamo Heights United Methodist Church should produce measurable good and make an appreciable difference in a proposed project. A project should show evidence that it can become self-supporting or have a plan for obtaining additional community support in the future. Contributions that supplement an organization’s general operating fund are inconsistent with our objectives. The Committee is interested in knowing to what extent the project is a Christian ministry and whether or not there is an opportunity for congregational involvement.

#### Application Guidelines

(Please submit the following information on an attached sheet.)

**Organization:**

**Name & Title of Contact Person:**

**Address:**

**Phone Number:**

**Dollar amount of the request:**

1. Please describe the project:
  - a. What are the project’s specific goals and objectives?
  - b. How many people will be served? Who are these people?
  - c. Include credentials and experience of the people operating the project.
2. How does this project help meet needs and/or enrich lives of people served?
3. Send a specific financial request stating exactly how the funds would be utilized and the total amount needed for the project. Include a copy of the proposed operating budget for the proposed project.
4. List current sources of funding to cover operating and capital expenses.
  - a. List affiliations with government or public support agencies such as United Way.
  - b. Send a copy of the current operating budget and capital expense budget.
5. Send a copy of the organization’s IRS 501 (C)(3) letter showing the tax-exempt status and verification of registration with the Internal Revenue Service.
6. Include a copy of the current IRS Form 990.
7. List the current Board of Directors and state what percentage of them contributes to your organization.
8. Send a copy of the most current annual report and the most current audited financial statement including the Audit Committee Letter.
9. List opportunities in which Alamo Heights United Methodist Church members may volunteer.

The request for funds should be sent to: **The Outreach Committee**  
**Alamo Heights United Methodist Church**  
**825 East Basse Road**  
**San Antonio, TX 78209**

It must be received before the 15th of the month preceding the month it will be considered.  
Questions? Call: **210-826-3215** and ask for the **Church Secretary for Outreach.**

**We recognize that God is the chairman of the Outreach committee.**  
**There are times when it will be clear that the Holy Spirit will call us beyond our human limitations.**  
**When those moments are clearly and prayerfully discerned, we will act in response to God, with Joy.**