



## POLICY GUIDELINES

1. Since 1988 when the assets of the Beulah Home property were transferred to the United Methodist Women of the California-Nevada Annual Conference, it was agreed that the income from the permanent fund would be used to award grants to projects or programs that will serve the needs and uphold the dignity of elderly persons.
2. Applications will be received and reviewed for one-time capital improvement that facilitate senior safety and access. Grants for capital improvements will be reviewed on a case-by-case basis.
3. Organizations requesting Beulah Grant funding must be sponsored by a body of the Annual Conference, the United Women in Faith of the California-Nevada Annual Conference, a local United Women in Faith Unit, a United Methodist congregation, a district board or an agency of the Conference (**the Sponsor**).
4. Sponsorship involves significant responsibility for the project and typically entails a direct financial contribution or an in-kind donation. In the case of a community organization, the Sponsor would have a seat on the governing board or provide substantial leadership.
5. Each application for a project will be considered on its own merit. If a group submits more than one application for a project, an effort should be made by the submitting group to prioritize.
6. Each project may be funded for no more than three years, and each year they MUST re-apply by the August 1 deadline to receive ongoing funding. A project that has received funding for 3 years may re-apply after a lapse of 3 years.
7. Beulah Grant funds not spent by the end of the awarded year **must be returned**.



## Application Process

1. The completed Grant Application **must be returned by August 1**, and must include:
  - a. The completed application form including sections 1. Contact Information, 2. Project Information, 3. Project Budget & Financing, and 4. Sponsor's Recommendation, Commitment, and short statement for the director's qualifications.
  - b. A copy of the minutes of the meeting at which the Sponsor agrees to accept responsibility for the project.
  - c. If the project is part of a larger program, a one-page summary of the complete program budget for the fiscal year must be attached.
  - d. If the project is governed by a board separate from that of the Sponsor, a list of the board members and their relationship to the United Women in Faith and/or the California-Nevada Annual Conference must be attached. A copy of the most recent Annual Report and/or Financial Statements is also requested.
2. Email or mail completed application and all attachments as a word document to  
[SHIGEKOS@comcast.net](mailto:SHIGEKOS@comcast.net)  
Shigeko Shibata, Chairperson  
**Beulah Grant Application**  
31 Southlite Circle  
Sacramento, CA 95831

## Approval Process

1. Once the completed Grant Application is received by the August 1 deadline, a member of the Beulah Committee will request an appointment with the Project Applicant for an on-site visit to review the proposed plans and/or bids.
2. The committee member will prepare a written report of the visit to be reviewed by the members of the Beulah Committee at their Fall meeting. At that time, the decision to fund the project and in what amount will be determined. The Project Applicant will be notified in November.
3. Grant funds awarded for \$5,000 or less will be disbursed in full in January. Grant funds awarded for over \$5,000 will be disbursed in equal installments in January and July, pending the mid-year review.
4. On-going evaluations of the progress of each of the projects are an expectation. In April or May, a member of the Beulah Committee will again contact the Project Applicant to do a mid-year review to determine whether the goals and purposes of the project are being met. A financial report with supporting documentation is required. The decision for on-going funding is then made at the June Committee Meeting.
5. Projects are encouraged to contact their individual reviewer committee member or the chair of the Beulah Older Adult Grant Fund Committee at any time for any questions or concerns they may have.



**2025 Beulah Grant Fund Application for \$ \_\_\_\_\_**

**Section 1: Contact Information**

Project Title	
Total Funds Requested	
Have you ever received a Beulah Grant?	Yes _____ What year(s)? No _____

Name of Project Applicant <b>Person</b> who will serve as a point of contact for project duration and coordinate project oversight visits by Beulah Committee.	
Telephone and Email	
Most convenient time to contact the Applicant	

Organization Name	
Mailing Address	
Project/Program Location	

Sponsor	
CA-NV District	
Contact Person from Sponsor	
Telephone & email	

Check Payable Name if granted	
Address for check if different from Organization	



## Section 2: Project Information

Project Title:
List 3 Goals of the project for which you seek funding. (max 250 words)
How will the funds be used? Please describe the activities or purpose.
How will you measure or know the impact of the project?
Number of volunteers involved: Number of Paid Staff:
How many seniors will be served by this program?
Do you anticipate requesting Beulah Grant Funds for more than one year? Yes _____ No _____
If this project is part of a larger program, please attach a one-page summary of the complete Program Budget for the current fiscal year. If available, please also include a copy of the most recent Annual Report. Please scan and add as an attachment to e-mail or send to mailing address.



Section 3: Project Budget & Financing

Project Title: \_\_\_\_\_

<b>Expected Income Contributions to the Project</b>	<b>Total</b>
Beulah Grant (Amount Requested)	\$
Church(es):	\$
Sponsor:	\$
Individuals:	\$
Generated by Project:	\$
Other (Identify):	\$
<b>TOTAL INCOME CONTRIBUTIONS: \$</b>	
<b>Estimated value of volunteer services \$</b>	

<b>BUDGET Description</b>	<b>Total</b>
<b>1. Project Activities</b>	
	\$
	\$
<b>2. Project Materials or Equipment</b>	
	\$
	\$
<b>3. Personnel cost (Stipend / Salary / Administration)</b>	
	\$
<b>4. Operational Cost / Overhead</b>	
	\$
<b>TOTAL PROGRAM BUDGET: \$</b>	

Add or delete lines, as necessary.



### Recommendation by the Sponsor

Thank you for sponsoring the Applicant for a Beulah Grant from the California-Nevada United Women in Faith. Please provide the following information about your support and commitment for this project.

#### Section 4: Sponsor Recommendation & Commitment

Project Title	
Implementing Organization or Applicant	
Total Funds Requested	

Sponsor	
Sponsor's Relationship to California-Nevada UMW <small>check mark after ONE</small>	Church _____ UWiF Unit _____ District _____ Board or Agency of the Ca/Nv Conference _____
Contact Person from Sponsor	
Role	
Address	
Telephone & email	

What financial and/or support is being provided for this Project by you, the Sponsor?

Please provide the Applicant with a copy of the minutes of the meeting at which you, the Sponsor, agrees to accept responsibility for the project.

- In case the project/program is governed by a Board separate from the Sponsor, list the Members, and note their relationship to the United Women in Faith and/or the California- Nevada Annual Conference, United Methodist Church. Please provide this to the Applicant to submit as an attachment.
- If approved for a grant, your signature will be required on the Project Agreement.