Instructions for Completing the Farmer Fund Grant Application

A request for assistance from the Farmer Fund Grand Program (Program) is made through the conference board of pensions on an application form provided by the General Board of Pension and Health Benefits of The United Methodist Church (General Board). Distressed clergy members or former clergy members of an annual conference; their spouses, former spouses, former surviving spouses; or surviving dependent children (including adult dependent children) are eligible to apply for a grant. The grant application requires the following information:

1. The applicant is required to substantiate financial resources by completing the income and expenditures statement in Part 1.

2. An officer of the conference requesting a grant on behalf of an applicant must provide a description of the applicant’s circumstances and supporting statement on why this situation is felt to be a one-time emergency. Attach any copies of documentation from a doctor, lawyer, etc., which list actual expenses.

3. An officer of the annual conference must review the applicant’s situation, determine the actual grant amount needed, provide the amount on the application and certify that a concurrent grant will be made by the annual conference on a $1.00 for $3.00 basis, by completing Part 2.

Upon completion of the application, copies should be forwarded as follows:

1. The original should be submitted to the General Board to the attention of the conference liaison for the annual conference.
2. A copy should be forwarded to the applicant.
3. A copy should be retained by the annual conference.
4. The instruction sheet should be retained by the annual conference.

Each application for a grant submitted to the General Board will be reviewed on a timely basis based on the applicant’s need and availability of funds in the Program. Upon approval of an application, a check from the Program for the approved grant amount will be sent to the annual conference office for transmittal to the applicant.

The maximum grant amount available from the Program is $3,000.00 per each individual approved application.

The Program provides a grant for approved one-time emergency situations and an applicant may receive only one grant per calendar year.

A grant from the Program will not be approved if a grant was previously made from the Program for the same emergency situation.
Application for a Farmer Fund Grant

Part 1 – To be completed and signed by the applicant or the person authorized to act on the applicant’s behalf.

Name of applicant ___________________________ Social Security # _______________________

☐ Clergy ☐ Spouse ☐ Surviving spouse
☐ Former clergy ☐ Former spouse ☐ Surviving dependent child

To support my request for a grant from the Farmer Fund and concurrent grant from the __________________________ Annual Conference, I am providing the following financial information:

Sources of monthly income:

Pension and benefits from church sources $ __________
Social Security benefits $ ______
Spouse’s income $ ______
Income for all other sources $ ______
Total income $ ______

Monthly expenditures:

Mortgage/rent $ ______
Utilities $ ______
Loan/credit payments $ ______
All other living expenses $ ______
Total expenses $ ______

Special circumstances which substantiate the need for one-time emergency assistance: Please provide financial information pertaining to any unusual medical, legal or other expenses which have created this one-time emergency situation. (Attach additional documentation if needed.)

Applicant signature __________________________________________ Date _____________________
Address ________________________________________________________

Part 2 – To be completed by the conference board of pensions.

Amount of grant requested from the Farmer Fund $ ______
Conference will make concurrent grant on a $1.00 for $3.00 basis $ ______

Signature of conference officer _____________________________ Date ___________________
Position ___________________________ Conference _______________________
Address _________________________________________________________

(continued on back)
Part 3 – Actions of the General Board

Recommended by the conference liaison

☐ Recommended
☐ Not recommended

Amount of grant recommended $____________________

Signature of conference liaison ___________________________ Date ___________________________

Approved by the Farmer Fund administrator

☐ Approved
☐ Not approved

Amount of grant approved $____________________

Signature of Farmer Fund administrator ___________________________ Date ___________________________

Record of payment

Number of check ___________________________

Date of check ___________________________

Amount of check ___________________________

Check delivered ___________________________