



Guidelines to Application Form

Please read the following instructions carefully before you fill out the application form. Only completed applications will be reviewed.

For each project you are applying for, you need to fill out an application form and a budget form. Each application must be followed by a letter of support from the district superintendent (DS) of the district in which the project is going to be held.

All projects must be based in the annual conference or local congregation, and the participants have to be recommended through a local United Methodist congregation or institution.

If the annual conference have a board which is responsible for drug and alcohol concerns in the annual conference, this board has to be informed. This board or the cabinet has to fill out a priority list if the annual conference is applying for grants to support more than one project.

We also call your attention to the last line in the application form. We ask you to get the signature of the district superintendent of the district in which the project will take place, and the person who is organizing the project.

The project the annual conference is applying for, should be based on needs identified by the annual conference and should involve one or more of the following strategies:

- a. Leadership training
- b. Educational resources/information – booklet, training, material...
- c. Public-policy advocacy
- d. Community programs, camps, conferences, seminars...

The UMC European Board of Drug and Alcohol Concerns funding can be used for lodging and food, transportation, administrative costs only in the context of the project, materials and honorarium. The funding cannot be used for salaries, purchase of equipment, rent or building construction.

Ongoing projects and programs will normally be supported for three years, and every year with reduced grants. Application forms have to be worked out for each year.

The application form has to be written in English and the application must be typed.

To respond fully to the questions, you may use additional pages or space.

After the project has been held, you must send in an evaluation report, together with a detailed expense report, not later than one month after the project has ended. An annual conference cannot apply for new grants if it has not sent in reports from previous projects, such as those held the year before.

The annual grant application deadline for 2012 is **September 15, 2011**. The UMC European Board of Drug and Alcohol Concerns will review the applications at its October meeting.



If you have questions, please contact Olav Øgreid by email: oegre@online.no.
The application should be directed as follows:

Olav Øgreid
Fururabben 27
1412 Sofiemyr, Norway

If you are submitting the application by email to oegre@online.no, please use a scanned version with signatures, unless you will have to send the signature page by regular mail.

Greetings,
The United Methodist Church European Board of Drug and Alcohol Concerns
Olav Øgreid

The United Methodist Church (UMC) European Board of Drug and Alcohol Concerns was established in 1993 by The United Methodist Church. The members of the Board are appointed by the bishops in Europe and elected by the European central conferences. The Board is in close connection with the Special Program on Substance Abuse and Related Violence (SPSARV) and the General Board of Global Ministries (GBGM) of The United Methodist Church. The Board reports every year to all the UMC European Annual Conferences, every quadrennium to the sessions of the three European Central Conferences in Europe and every year to SPSARV.

The Board has following responsibilities:

- *support projects in local UMC congregations and projects initiated by UMC Annual Conferences, boards and committees, when the projects intend to give information on substance abuse or be prophylactic or cure drug and alcohol dependency*
- *on its own initiative start projects that intend to give information on substance abuse or be prophylactic or cure drug and alcohol dependency*

The Board has 10-11 members—two members from each Episcopal area in Europe, the financial secretary, and one/two representatives from SPSARV. The financial secretary and the representative of SPSARV have no vote at the board meetings.

Board members for 2009-2013 are as follows:

Central and Southern Europe Central Conference:

Hanspeter Kunz, Switzerland
Vladimir Todorov, Bulgaria

Germany Central Conference:

Erika Theysohn, Germany
Torsten – Michael Ufer, Germany

Northern Europe & Eurasia Central Conference

Eurasia Area:

Vladimir Ditmar, Russia
Stanislav Prokhorov, Russia

Nordic and Baltic Area:

Yngvar Ruud, Norway
Egle Chomyniene, Lithuania

Staff Liaisons:

Financial Secretary: Olav Øgreid, Norway
SPSARV: Antoñietta A. Wilson and Juliana Mecera, GBGM