



The United Methodist Church
European Board of Drug and Alcohol Concerns (EBDAC)

APPLICATION FOR FUNDING

EBDAC is a board under the umbrella of The United Methodist Church and connected to the General Conference of The United Methodist Church through the Special Program on Substance Abuse and Related Violence (SPSARV).

EBDAC has the responsibility to 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.

EBDAC will give United Methodist churches in Europe the opportunity to apply for funding for their work in the area of drug and alcohol concerns.

Guidelines to Application for Funding

Please read the following instructions carefully before you fill out the application form. Only completed applications will be reviewed. The application form has to be written in English and the application must be typed.

For each single project you are applying for, you need to fill out and/or sign:

1. Application Form
2. Budget Form
3. Priority List if the Annual Conference is applying for grants to support more than one project.
4. General Information
5. Abuse Prevention Policy
6. Signatures

After the project has been held:

- Evaluation Report
- Expense Report

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 has 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.

You need to get the signatures from the District Superintendent of the district in which the project will take place, and from the person who is organizing the project. The application has to be accompanied by a letter of support from the District Superintendent.



If there is a board responsible for drug and alcohol concerns in the Annual Conference where the project takes place, please send a copy to this board.

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

EBDAC's 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 normally every year with reduced grants. Application forms have to be worked out for each year separately.

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.

Conflict of Interest with Applicant and Leadership (District Superintendent).

Where there may be a conflict of interest, familiar relationship or other conflict of interest, the application has to be signed and approved by the bishop.

The annual grant application deadline is September 15 of the present year for projects in the following year. EBDAC 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 following:

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.



1. APPLICATION FORM

Grants for Drug and Alcohol work in United Methodist churches (UMC) in Europe

Kind of project (please x): New Project..... Ongoing Project.....
Conference..... Seminar..... Camp..... Leadership..... Training..... Other.....

Title of Project: _____

Name of Annual Conference, District, and/or Church: _____

Place where the project is going to be held: _____

Dates for the project: _____

Number of Participants: _____ Number of Leaders: _____

Contact Person: _____
Name _____ Address _____
Phone number _____ Cell phone _____
Email address _____

Organizer: _____
Name _____ Address _____
Phone number _____ Cell phone _____
Email address _____

District Superintendent: _____
Name _____ Address _____
Phone number _____ Cell phone _____
Email address _____

Grants needed (US \$ or Euro): _____



2. BUDGET

For each line item, please detail the sums of money listed; do not use a lump sum. Use more space if needed. The amount has to be in US Dollars (\$) or Euros (€).

Please mention the details of expenses very clearly. Please name the recipients of honorariums, their professions, their addresses, their employers.

EXPENSES	Details	Total
Lodging and Food:	_____	_____
Transportation:	_____	_____
Phone, Postage, Copies:	_____	_____
Materials:	_____	_____
Honorariums:	_____	_____
Miscellaneous:	_____	_____
	_____	_____
	_____	_____
Total Expenses:	_____	_____

INCOME	Details	Total
EBDAC:	_____	_____
Other UMC Boards/Agencies:	_____	_____
Annual Conference:	_____	_____
Registration Fees:	_____	_____
Other Sources:	_____	_____
	_____	_____
	_____	_____
Total Income:	_____	_____



3. GENERAL INFORMATION

a. Your Project

- Brief description of the project:
- Project address:
- Names of leaders in the project:
- Target group and their needs:
- Project Goal (vision) :
- Project Purpose:
- Project Needs:
- How do you plan to meet the needs of the participants?
- How will you bring the gospel to the participants?
- What result do you expect?
- Project Time Line:

b. Your institution/ministry

- Purpose of your institution/ministry:
- How is it organized?
- Who are the leading persons and what are their professions?
- How is your institution/ministry financed?
- How is your institution/ministry connected to the United Methodist Church?



6. SIGNATURES

My signature below confirms that I have reviewed the „Guidelines to Application for Funding“, that appear on page 1 and 2 of this application. All Information is accurate to my fullest understanding and there has been no attempt to use any relationship in order to obtain a grant. I agree to these terms and intend to comply.

Organizer of the Project:

Typed or printed full name

Signature

My signature below confirms that I have reviewed the application and/or that I am otherwise knowledgeable about the project and it's budget. Furthermore, I have attached to this application my letter of support.

District Superintendent:

Typed or printed full name

Signature



CODE OF CONDUCT

Every person is created in the image of God, an individual with its own personality. Our work with the young people entrusted to us is therefore characterized by respect, esteem and confidence.

1. I commit to do everything in my power, so that within our congregational work, sexual or other forms of violence will not be tolerated. I will therefore strive to strengthen and protect the young people entrusted to us from physical/mental harm and violence.
2. I perceive the limits of individual children, young people and staff and respect them. In relation to their sense of privacy, their personal space and other individual senses of personal boundaries, I will respect the thoughts, feelings and emotions of each group member.
3. I will work with others respecting their individual space. Specifically, I will not abuse my role as an employee or my position of power, for sexual contacts, favors, or to put undue pressure on people entrusted to me and/or to satisfy their own sexual needs.
4. All activities that I perform as an employee will be done with a sense of transparency and openness.
5. I renounce verbal and nonverbal depreciative behavior and oppose actively violent discriminatory, racist and sexist behavior.
6. I try to perceive limit abuses by employees or participants, whether they occur in groups, with activities, camps or beyond the scope of the congregation. When coming upon a situation/violation, I question the situation, document my observation, involve the selected congregant confidant and we begin to work on our coordinated plan for when such events take place.
7. I pay attention to signs of neglect and violence to children and adolescents. If I suspect (sexual) violence or hear directly of it, I consult with the selected confidant in the congregation in order to make use of the resources that will assist the person suspected to be in harm's way.

Trusted people/selected confidants in congregation are:

1. Name, phone.....
2. Name, phone.....
3. Name, phone.....

I declare that I say "Yes" to this Code of Conduct and will realize it. I have received a copy each of: Code of Conduct of the Rules of Conduct, with further instructions on how the code can be implemented. I also declare that no criminal procedure against me for sexual violence was or is pending, (also applies to procedures set). Should such a procedure be initiated against me, I declare to inform a trusted person of the congregation about it immediately.

Date:.....Name (printed):..... Name (signed):



RULES OF CONDUCT

These Rules of Conduct are put in place to assist you in putting the Code of Conduct into practice. Even a suspicion of impropriety with a child, young person, or vulnerable adult may otherwise be cause for discipline or termination of an employee. The following recommendations for staff teams are not all inclusive; however, they can be tailored to various situations.

Conversations about sexuality must always be based on voluntary compliance. In other words, the person approaching you must broach the subject in an appropriate manner. In such cases it is also necessary to conduct the conversation being mindful of the persons' personal boundaries.

If at all possible in the following situations:

- Staff should only accompany a child, young person or vulnerable adult to the entry way of the toilet/ bathroom, tent or other closed spaces.
- As a rule, as second employee/adult should always be present when alone with a minor child or vulnerable adult.
- Entrance doors are always open (never close from the inside when you are alone with a person entrusted to you).
- With injuries (i.e. splinter removal, application of ointments, etc.) on intimate body parts, another adult person should always be present. With older children, teens/adolescents and vulnerable adults, such assistance should always be given from same sex employees.
- In playing games, avoid physical contact that may be misinterpreted.
- For games with body/physical contact, a "No" from a participant is always an indication to stop!
- In unclear situations, discussions may be held to provide clarity possibly involving church leadership.

In camps and leisure activities:

- Male and female participants are to have separate sleeping and washing facilities
- In communal showers, no person (child/adult) should be encouraged/ forced to shower naked.
- When camping out of doors with no defined separate "housing facilities", care must be taken to provide separate boundaries for male and female campers.

If you learn of or suspect sexual violence:

- Keep calm! Do not rush to judgment, even in a seemingly obvious situation.
- Take no initial action! Hasty action with alleged perpetrator or a complaint to police often do not help

and may hurt a situation. All actions are to be coordinated with both qualified personnel and victim.

- You are not on your own! Speak to a person to provide assistance to the victim.
- Write it down and take photographs (if possible)! Document all observations and information, whether it has been from your own point of view, from victim or from third party; as closely as possible with date, time and names. These records could be helpful later.

If someone tells you of sexual violence:

- Believe the person, if they tell you about sexual assault. Indicate that they may speak about the incident if they choose; however, do not urge and do not offer suggestions.
- Inform the person making the complaint that you will take their complaint to a trusted person on an advisory board.
- Do not make promises you cannot keep (e.g. "All will come right again." "No one is going to do something like this to you again." Or "I will never tell anyone about it.").
- Discuss all of the above with the designated trained person at the camp or church so that the appropriate next steps may be taken.

If you suspect to have an offender on the staff:

- Under no circumstances are you to inform the offender of the possible victim
- Document your observations
- Speak with the designated trained person at the camp or church and begin an investigation with the appropriate guidance.

(Translated from German with permission of Christliche Jugendpflege e.V. (as Author for the German Version) and the Homepage: www.christ-online.de)