

Appendix B-3

Process for Requesting and Awarding Funds from Sale of Properties

**Only one application will be accepted per applicant. **

NAME of person completing application:

ADDRESS:

EMAIL:

PHONE:

Is the application for funds from (select one):

- Presbytery member
- Presbytery committee
- Presbytery ministry
- Congregation

Please describe the project for which funds are being requested (no more than 2 paragraphs). Make sure to answer the following questions:

1. Is this a current ministry of the presbytery, congregations or presbytery member?
Or,
2. Will this project foster new, emerging and/or creative ministries?

Describe a timeline for using the funds. (Funds must be used within 12 month of award)

FINANCIAL INFORMATION:

Proposed budget for project/ministry:

Amount requested:

Other funding sources:

EXPECTED OR HOPED FOR PROJECT OUTCOME (no more than 2 paragraphs)

If award is granted, I/we agree to submit a written report to the Council within 60 days of project completion. Report must include how funds were used.

Signature - Clerk of Session, Board Secretary, Stated Clerk (for pastors and candidates)

FOR COMMITTEE USE: Council action

Date received:

Date action:

Approve: Amount:

Not approve: Reason:

Date report submitted:

Date funds released:

Further considerations:

1. These would be one-time grants. Could be multi-year but it would depend on funds available.
2. We could recommend for multi-year no more than 2 or 3 years.
3. Suggested caps: \$25,000 for property, \$3,000 for people, \$5,000 for programs. Policy states a \$50,000 per year aggregate cap.
4. Grant requests and awards done once-a-year.
5. Requests open to all congregations, presbytery committees, presbytery members, presbytery ministries.