

## **Process for Disbursement of Designated Funds**

### **Guidelines for Applicants**

(See Also Special Guidelines for Congregations Below)

In order to be more faithful and intentional in our financial stewardship, the Coordinating Council has approved the following process for disbursement of designated funds:

1. On at least a semi-annual basis, the Coordinating Council will provide a list of designated funds to the members of all committees, commissions and teams\* and to the clerks and moderators of the session of each congregation (\*note: including Presbyterian Woman and Montgomery Presbyterian Conference Center).
2. The list will include the name of each fund, its line item number, its purpose/permissible uses, and amount available for disbursement during this application period.
3. An applicant may apply for disbursement of funds to support an identified project for mission and ministry. The maximum amount of time that a project will be funded is three years. Ordinarily, a single entity will be limited to no more than two awards within a three year period. Presbytery committees are encouraged to meet as a group to brainstorm ideas for using these funds in a collaborative way. The committee chair will sign the application showing that he/she is aware that the application is being submitted.
4. The completed application form will be filed with the Stated Clerk by email at [charlie@staugpres.org](mailto:charlie@staugpres.org) by the deadline provided.
5. A small team designated by the Coordinating Council will review the applications for completeness and gather additional information as needed.
6. The Coordinating Council will give prior notice of the meeting or meeting(s) when the applications will be considered and will hear from the applicant if requested by either the applicant or the Coordinating Council.
7. Following consideration of each application, the Coordinating Council will vote on whether the grant will be awarded.

8. The Coordinating Council will notify the applicant as to whether the award will be made and, if awarded, when the funds will be disbursed.
9. Notice of all awards, including the name of the fund, the amount, and a description of the project, will be provided to the presbytery by the time of the next stated meeting.

#### Special Guidelines for Congregations

1. Some designated funds currently available are for small congregations, defined as 200 members or under.
2. The application will include the date of the session meeting when the application was approved and the signature of the moderator or session clerk.
3. Preference will be given to congregations that have made a written pledge for unified giving to the presbytery and have fulfilled their pledges and made their per capita contributions in a timely manner.

## Designated Funds Listing

Below are the designated funds that are available only to presbytery committees, commissions, and teams.

<u>Acct #</u>	<u>Name/Description</u>	<u>Available for distribution</u>	<u>Maximum grant request</u>
2629	<b>Peacemaking</b> These funds are the presbytery’s 25% share of annual peacemaking offerings to be disbursed for “ministries of peace and reconciliation” (see more information at <a href="https://specialofferings.pcusa.org/offering/peace-global-witness/">https://specialofferings.pcusa.org/offering/peace-global-witness/</a> ).	\$26,585	\$2,500
2621	<b>Pentecost</b> These funds are the presbytery’s share of annual Pentecost offerings made in prior years and are designated for youth ministry.	\$11,192	\$11,192

Below are the designated funds that are available only to churches with 200 or less members.

<u>Acct #</u>	<u>Name/Description</u>	<u>Available for distribution</u>	<u>Maximum grant request</u>
2515	<b>Charles J. Williams Fund</b> Given by the Williams Family for grants to small churches that need repairs. Churches with 200 members or less may make a request from these funds.	\$10,000	\$5,000
2599	<b>Small church revitalization</b> These funds were designated primarily to support small churches that are “struggling environmentally or financially.” Churches with 200 members or less may make a request from these funds.	\$0.00	\$0.00