

**GRANT REQUEST FOR A GROUP**  
**PRESBYTERIAN WOMEN LEADERSHIP DEVELOPMENT FUND**  
(Grants for Individuals of International Events Use Separate Forms)

office use only rec'd app'd amt
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Has the group received a grant before? yes  no  If yes, when? \_\_\_\_\_ Amount received \_\_\_\_\_

Group Name \_\_\_\_\_ Presbytery \_\_\_\_\_

Name of Contact \_\_\_\_\_ Daytime phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Group's relationship to PC(USA) and PW \_\_\_\_\_

Event/Project _____ Date _____
Place _____
Purpose of Event/Project _____
Cost per person: Registration _____ Travel _____ Housing _____ Total event budget: _____
Total grant amount requested: _____ Total number of persons in the group _____ (Domestic: up to \$2,000; International: up to \$5,000)

Grant payable to (name and address of group; funds cannot be payable to individual):

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant **must** complete Taxpayer ID information and method of payment (see page 2) before grant can be released.

Signature of Requester \_\_\_\_\_ Date \_\_\_\_\_

<b>To be completed by person endorsing applicant (CCT member, PWP/PWS moderator, church session, church official other than group contact)</b>
Name _____ Position/Title _____
Address _____ City _____ State _____ Zip _____
Estimated number in group _____
Leadership potential of group members
<input type="checkbox"/> PW Circle Leader _____ <input type="checkbox"/> Church leader _____ <input type="checkbox"/> Church educator _____
How will this grant benefit the group? _____
_____
_____

Return completed form to Presbyterian Women, 100 Witherspoon, Louisville, KY 40202 or fax to 502/569-8026.

**OVER**

**Request for Tax Payer Identification Number (substitute W9)**

Furnishing your correct taxpayer identification number (TIN) and making appropriate certification on this form will prevent payments from being subject to backup withholding and possible \$50 penalty imposed by the IRS. Complete the information related to your tax status. Mail or fax to Presbyterian Women, Leadership Development Grant Program, 100 Witherspoon St., Louisville, KY 40202; 502/569-8026 Fax.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip code \_\_\_\_\_

Check only one box.

Tax status:  Individual Individual's Name \_\_\_\_\_

Individual's Social Security Number \_\_\_\_\_

Sole proprietor Business Owner's Name \_\_\_\_\_

Business Owner's Social Security Number \_\_\_\_\_

**Or** Employer Identification Number \_\_\_\_\_

Partnership Name of Partnership \_\_\_\_\_

Partnership's Employer Identification Number \_\_\_\_\_

Corporation Name of Corporation \_\_\_\_\_

Corporation's Employer Identification Number \_\_\_\_\_

Under the penalties of perjury, I certify that the information provided on this form is true, correct and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Method of Payment**

Please indicate the method of payment you prefer.

Check Payable to: \_\_\_\_\_

Mail to: \_\_\_\_\_

(address, including country) \_\_\_\_\_

**Note:** If check is mailed to a bank account for deposit, provide **documentation from the bank** stating recipients bank account name and number and whether or not there are limitations on acceptance of US Dollars.

Wire Transfer Provide documentation from the bank on bank letterhead with the following information:

- Name of Bank
- Bank address (including country)
- Bank's ABA #
- Account Name
- Account Number
- Corresponding Bank and address (if applicable)
- Whether there are any limitations on acceptance of US Dollars.

## Guidelines for Presbyterian Women Leadership Development Fund Grant

### I. Who is eligible to receive grants?

1. Members of Presbyterian Women's organizations who otherwise would not be able to participate in presbytery, synod, Churchwide or other national and international events. Three or more women from one organization or church attending the same event must apply as a group rather than as individuals.
2. Ecumenical and international organizations or individuals
3. No individual or group will be eligible to receive grants more than once within a three-year period.

### II. For what purposes will funding be granted?

1. To assist eligible women to develop or strengthen leadership skills
2. To support an event which will strengthen Presbyterian Women and their goals and will provide a model
3. To support leadership training or participation for individuals in Presbyterian women related events
4. To provide scholarship assistance to women who reflect the diversity of the church to participate in the Churchwide Gathering of Presbyterian Women
5. To enable attendance at events for ecumenical and international women who would otherwise not be able to participate in an event

### III. How much funding will be given?

The amount of each group grant will depend on the request. The maximum for a group grant is:

**\$1,500 – group or organization**

Exception: PW groups or organizations expecting 100 or more participants at the event may apply for funding for grants to be distributed by the sponsoring group. Amount of total grant to be determined by the Presbyterian Women Leadership Development Fund Committee.

Grants are also available to individuals for national and international events. Maximum grants for individuals are:

\$500 – individual to attend national event

\$1,500 – individual to attend international event

Request Individual or International (Group or Individual) Event Leadership Development Grant Request forms from your PW Presbytery moderator or from Presbyterian Women, 100 Witherspoon St., Louisville, KY 40202. Call toll free, 888/728-7228, ext. 8014 or email [pw\\_pcusa@ctr.pcusa.org](mailto:pw_pcusa@ctr.pcusa.org).

### IV. Where does the grant funding come from?

Leadership Development grant funds come from PW Honorary Life Memberships, Recognitions and Memorials.

### V. Who makes the final decision for grants?

The Presbyterian Women's Leadership Development Fund Committee makes the final decision on all grants.

### VI. How does a group apply for a grant?

1. Complete a Request for PW Leadership Development Grant for a Group request form.
2. Send four (4) copies of the completed form to the appropriate person for endorsement
3. Endorser completes endorsement section of request form and forwards all 4 copies to PW Leadership Development Grant Program, 100 Witherspoon St., Room 3041A, Louisville, KY 40202-1396.
4. Request forms must be received in the office of Presbyterian Women **ninety (90) days for group or international event grants, sixty (60) days for individual grants, before financial assistance is needed.**
5. PW office forwards request forms to Leadership Development Grant Committee for decision. Committee notifies office of decision.
6. Approved requests are processed for disbursement. If funds are paid directly to the individual or group applicant, US citizens must complete IRS W-9 form or the substitute W-9 information (attached) must be returned before funds can be released. Non-US citizens must complete Confirmation of Identity by a Third party form.