

GRANT REQUEST FOR AN INTERNATIONAL EVENT
PRESBYTERIAN WOMEN LEADERSHIP DEVELOPMENT FUND
 (Group and Individual Grants for National Events Use Separate Forms)

office use only rec'd app'd amt
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Have you received a grant before? yes no If yes, date received _____

Name _____ Daytime phone _____ Fax _____

Address _____ Email _____

City _____ State _____ Zip _____

Church _____ Presbytery _____

Event Name _____ Date _____ Place _____ Cost of event: Registration _____ Travel _____ Housing _____ Total cost _____ Amount requested _____ Purpose of Event _____ Church activities and other information _____

Registration fee will be sent directly to event registrar.
 Registration payable to (name and address of conference registrar) _____

Funds for travel, if requested, will be sent to person indicated below.
 Travel and/or housing payable to (name and address) _____

Applicant **must** complete attached payment method and Taxpayer ID information or Confirmation of Identity by a Third Party on reverse side of form to receive travel or housing assistance.

Signature of Applicant _____ Date _____

<p>To be completed by person endorsing applicant (CCT member, PWP/PWS moderator, church session, other church official)</p> Name _____ Position/Title _____ Address _____ City _____ State _____ Zip _____ Leadership potential of applicant: <input type="checkbox"/> Circle leader <input type="checkbox"/> PW leader; title <input type="checkbox"/> Church officer; title <input type="checkbox"/> Church educator Why is nominee a good candidate? _____ _____ _____
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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) for US citizens

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.

**Statement of Confirmation of Identity by Third Party
For non-US citizens**

This form is a statement to be signed and notarized by a third party, attesting that the payee's name and address are correct and legitimate. It **must** be completed and returned to before grant funds can be released.

Return this completed form to the address listed below or fax it to us at 502/569-8026.

PRESBYTERIAN CHURCH (U.S.A.)
Presbyterian Women
100 Witherspoon Street, Room 3041A
Louisville, KY 40202-1396

Payee's Name _____

Payee's Address _____

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

Signature _____ Date _____

Title _____

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 international (individual or group) grant will depend on the request. The maximum for a international grant is:

\$1,500 – individual or group

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.

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 completed 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.