

# Criteria for Thank Offering Grants

*The Thank Offering has a long tradition with Presbyterian Women (PW)*

## To qualify, a program must

- Have a clearly defined purpose that meets basic human needs. The purpose must be in accordance with mission goals and policies of the Presbyterian Church (U.S.A.)
- Provide a form of aid that relates directly to the people being served
- **Be a creative project less than three years old or an existing project moving in a new direction**

## A proposal must

- Tell how your project will improve the lives of people to be served — now and in the future
- Indicate how your project will work with women, children, youth, young adults, racial-ethnic people and/or persons with disabilities to enhance their quality of life
- List all other sources of money being requested and/or already awarded for this project
- Tell how the program will continue after the grant (if received) is spent
- Explain the process to be used to report progress and to measure success
- Provide written endorsement from a presbytery or synod of the Presbyterian Church (U.S.A.). Please allow 6 weeks to obtain an endorsement from the presbytery or synod in the PC(USA). If outside U.S.A., a written endorsement of an indigenous church that is in relationship with the PC(USA) must be provided. Written endorsements from a congregation, a PW in the Congregation Coordinating Team, a PW in the Presbytery Coordinating Team, or a PW in the Synod Coordinating Team are encouraged, but not required
- Be signed by the Proposal Writer and a Board chair or other responsible person;

## Grants awarded

- Must be a one-time grant, although the project may not be complete in a single year. The project must be underway within twelve (12) months of receiving funds
- May not be used for payment of current debt, for creating or maintaining revolving loan funds, nor to fund a permanent endowment. Funds requested cannot be used as part of a general operating budget

## Grant recipients

- Must return an interim report and all supporting documentation before the second payment will be made. The first payment will be 70% of the total amount awarded and will be sent by May. Upon receipt of the interim report by September 1, the remaining 30% will be released by December 1. The second payment will be forfeited if the interim report is not received. Return one and two year follow-up reports once received, to the PW office
- Must notify the PW office of any change of leadership or address by contacting Cindy Goodman at cgoodman@ctr.pcusa.org or by fax at 502-569-5741

## Assembly instructions

Fifteen (15) separate packages need to be assembled and include:

1. application form
2. endorsement letter
3. budgets (must be in U.S. currency)
4. completed W-9 form (for domestic projects)
5. completed Statement of Confirmation of Identity by Third Party (for International project)
6. proposal form checklist

Staple **top left corner** of each package and mail to Presbyterian Women, Attn: Cindy Goodman, 100 Witherspoon Street, Room 3065A, Louisville, KY 40202

## **Do not use any type of folders or binders while assembling the packets**

Filing date	September 15 (postmarked)
Decision	February or March
Funding	First payment – May Second payment – by December 1 if the interim report is received by September 1