

**PRESBYTERIAN CHURCH (U.S.A.) GRANT APPLICATION
COMMUNITY ORGANIZING/HOUSING FUNDS
ONE GREAT HOUR OF SHARING
PRESBYTERIAN HUNGER PROGRAM / SMALL CHURCH & COMMUNITY MINISTRY**

I. GENERAL GUIDELINES

- A. Typewritten narrative and cover sheet, if not able, please print **legibly**.
- B. Include seven copies. Be sure all pages are completed. Unanswered questions may delay processing.
- C. Concise and clear descriptions are appreciated, i.e. content vs. volume.

II. FUNDING REQUESTED

- _____ Start Up Monies for Community Organizations
- _____ Housing Grants for Community Organizations

III. PROJECT COVER SHEET

- A. Sponsoring Organization: _____
- B. Project Title: _____
- C. Mailing Address: _____
- D. Telephone # / Fax # / Email Address: _____
- E. Contact Person: _____ Function: _____
- F. Grant Amount Requested: _____
- G. Sponsoring Organization's Total Budget Amount: _____
- H. Specific Project Total Annual Budget (if applicable): _____
- I. Previous Funding from OGHS (year, amount): _____
- J. Funding requested/received from other PC(USA) sources (sources, year, amount):

- K. National Training Network Affiliation (if applicable): _____

IV. NARRATIVE INFORMATION

- A. Give brief history of the organization. How and when was it started? What have been major issue focuses and accomplishments?
- B. Define and describe the community the organization serves. What are the issues the community has identified and wants to address?

- C. List the accomplishments/organizational strengthening steps that have taken place in the past year.
- D. List the purpose of this grant. Will it support a new or existing program?
- E. List the proposed outcomes and objectives for the coming year.
- F. Identify linkages with other organizations and agencies in the community.
- G. How are Presbyterians involved (churches, pastors, presbytery, synod, or other General Assembly agencies)?
- H. Please delineate the number of member institutions in categories (i.e. churches, unions, schools, non-profits, etc.).
- I. Please provide a list of core leaders or board members, as well as officers and their constituencies.
- J. Please provide a list of your staff positions as well as the names of the individuals currently in place.
- K. Describe how the organization is recruiting, hiring, training, and mentoring organizers of color.
- L. In the review process, we consult with local presbytery leadership to consent in funding. The appropriate presbytery committee or staff must review the applications. Please indicate who will review the applications and secure a letter of support from them, which can accompany the application submitted to the Small Church and Community Ministry Office or which can be sent at a later time to: Rev. Trey Hammond, La Mesa Presbyterian Church, 7401 Copper Avenue NE, Albuquerque, NM 87108 or emailed at treyhammond@aol.com.

V. FINANCIAL INFORMATION

- A. Fill out the following budget form. You may want to include any other financial information you consider relevant (audits are not necessary).
- B. Please list your current fund raising activity
 - 1. Grants committed
 - 2. Grants pending
 - 3. Other sources (major donors, fund raising events)
- C. Please outline your strategy for the financial sustainability of this project.



Date: _____ Grant Preparer: _____ Function: _____

Phone: _____

Mail to: Presbyterian Church (USA), Small Church and Community Ministry Office, 100 Witherspoon Street, Louisville, KY 40202-1396. Questions: Call Phil Tom (888) 728-7228 x5845 or Eva Slayton (888) 728-7228 x5244.

BUDGET FORM

EXPENDITURES	Current Year Budget _____	Projected Budget Coming Year _____
1. PERSONNEL		
A. Salaries (List individual personnel)	_____	_____
B. Fringe Benefits (give detail)	_____	_____
C. Consultants & Contract Services		
1. Audit	_____	_____
2. Legal	_____	_____
3. Training	_____	_____
4. Other _____	_____	_____
Subtotal (Personnel)	\$ _____	\$ _____
 II. OPERATING COSTS		
A. Space		
1. Rental/Mortgage	_____	_____
2. Utilities	_____	_____
B. Telephone	_____	_____
C. Equipment		
1. Office	_____	_____
2. Other _____	_____	_____
D. Supplies	_____	_____
E. Travel		
1. Local	_____	_____
2. Out of Town	_____	_____
F. Other		
1. Postage	_____	_____
2. Books & Subscriptions	_____	_____
3. Insurance	_____	_____
4. Other _____	_____	_____
Subtotal (Operating Costs)	\$ _____	\$ _____
 TOTAL EXPENDITURES	 \$ _____	 \$ _____

BUDGET FORM

INCOME	Current Year Budget _____	Projected Budget Coming Year _____
A. Self-generated (Membership fees, sales, etc.)	_____	_____
B. Grants – already committed	_____	_____
C. Valuation of inkind services	_____	_____
D. Interest	_____	_____
E. Other (explain)	_____	_____
TOTAL COMMITTED INCOME	\$ _____	\$ _____
GRANT INCOME NEEDED	\$ _____	\$ _____
Total expenditures listed above less total committed grants	\$ _____	\$ _____

Please list below or attach lists of both committed grants and pending grant requests.