

FUNDING:

The Grants program shall be funded by a yearly draw from the Albany Presbytery Grants Fund of between 5%-10% of a five year rolling average of the Grants Fund balance, the percentage to be agreed upon by the Grants Team each year, and the total amount to be approved by Presbytery during the normal budgeting process.

In addition, if the Presbytery realizes profits from any property sale, 25% of said profits shall be added to the moneys available for the Grants Program in the same calendar year.

25% of the profits the sale of the Malta church, minus expenses from the maintenance and sale of the property, shall be added to the Grants Program for the calendar year 2024.

THE GRANTS TEAM:

The Grants Team will be made up of representatives from the Board of Trustees, The Committee on Ministry and Congregations, The Mission Committee, and the Budget and Finance Committee. The Grants team will issue a Request for Proposals by December 31st of each year, including criteria for evaluation of proposals as determined by the Grants team.

The Grants Program will consider two categories of proposals:

CAPITAL IMPROVEMENT GRANTS:

In the hopes of partnering with the struggles of our congregations, Albany Presbytery seeks to make limited funds available to congregations on a one-time basis for capital needs.

The Albany Presbytery will consider applications for grants up to \$20,000. Congregations with capital projects exceeding \$20,000 will normally be directed to the Presbyterian Investment and Loan Program (PILP) for any funds that cannot be covered by Presbytery grants.

1. Congregations shall be up to date on Basic Witness. The Grants team may consider exceptions in extraordinary situations.
2. The Grant application must be filled out and endorsed by the Session of the congregation.
3. Normally, an amount of no more than 20 % of a congregation's annual budget may be granted from this fund, up to \$20,000.
4. Congregations will show evidence of a capital campaign to support the project.
5. Congregations that do not own their building are not eligible for this grant. The Grants team may consider exceptions in extraordinary situations.
6. Applicants shall be required to provide the past three years of annual reports and a full description of the intended use of the grant. Session approval of contract, if the way be clear, (who will do work and for how much), may be asked for. The congregation should expect to

- sit down with representatives of the Presbytery in order to discern the wisdom of the grant, but this will not always be required.
7. All allocated grants will be reviewed and endorsed by the Grants Team and approved by the Board of Trustees.
 8. All grant recipients will provide 2 follow-up reports to the Grants Committee

MINISTRY AND MISSION GRANTS:

In the hope of partnering with our congregations in living into new models of ministry and mission, Albany Presbytery seeks to make limited funds available for projects that further the mission of the Presbytery and of its congregations.

The Albany Presbytery will consider applications for grants up to \$15,000. Grants may be renewed twice after the original grant.

1. Proposals will respond clearly to the Mission statement of Albany Presbytery and of the specific congregation/ministry.
2. Priority will be given to proposals that involve interaction between two or more congregations.
3. Proposals will show evidence of comprehensive planning.
4. Proposals will clearly describe the desired result of the project.
5. Salary support as a part of a proposal will only be considered if it represents 50% or less of the salary.
6. All allocated grants will be reviewed and endorsed by the Grants Team and approved by the Board of Trustees.
7. All grant recipients will provide 2 follow-up reports to the Grants Committee.
8. Grants will be considered for only three consecutive years. Applications must be submitted each year. After three years, no further funding will be provided for a given program.

APPLICATION AND APPROVAL PROCESS

Approval Procedure

1. Any congregation/Ministry in Albany Presbytery may request funds for a program or project.
2. Any congregation may request funding for a program or project that cannot be reasonably supported from its own local mission funds.
3. Churches wishing to request grant support for programs or projects should normally be current in their basic witness payments.

Timeline for the Application Process

1. Applications will be received by the Grants Committee from January 1 through March 15 of each year.
2. Decisions on proposals will be made after the application deadline. Letters informing the applicants of the committee's decision will be mailed and a report will be made at the next Albany Presbytery meeting.
3. Funds will be made available following the Grants Committee endorsement and approval by the Board of Trustees.

Other Considerations

1. Applicants should be prepared for follow-up questions by committee members as proposals are evaluated.
2. The amount of each capital grant shall not be more than \$20,000. The amount of each ministry and mission grant shall not exceed \$15,000.
3. The amount of money available each year is based primarily upon the financial market's performance and will vary from year to year. This will determine how much a proposal might be funded, either in full or in part. In years when funds are very limited, churches that submit multiple grant applications may be asked to prioritize the proposals.

EVALUATION PROCESS

Each grant recipient will submit a short mid-year report by December 31 and an evaluation of their project by May 15th of the following year. In the evaluation, what has been achieved, what has been learned so far (successes and failures), how this work has changed the applicants, and what can be shared with the presbytery should be reported. Committee members may ask to visit the project, if appropriate. If an evaluation is not submitted by May 15th of the year after the proposal is approved, applicants will not be eligible for grant funds that year.

MINISTRY AND MISSION GRANT APPLICATION

PROPOSAL TITLE:

DATE SUBMITTED:

NAME(S) OF CHURCH(ES)/PRESBYTERY MINISTRY SUBMITTING THIS PROPOSAL:

CONTACT PERSON NAME, ADDRESS, E MAIL, PHONE:

COST OF TOTAL PROJECT:

GRANT AMOUNT REQUESTED:

APPROVED BY:

Attach dated statement of approval signed by Clerk of Session or Ministry Chair

1. SUMMARY (limit to 150 words): What do you want to do? Why? What will you accomplish? How is this proposal related to your organization's Mission Statement? Documentation of the history of commitment to the particular cause and a statement of intent to continue should be included in the proposal.
2. NEED: Briefly state the identified need(s) this project will address.
3. COMPATIBILITY WITH CHURCH MISSION/VISION STATEMENT(S) AND PRESBYTERY VISION STATEMENT:
4. OBJECTIVES/OUTCOMES: List (number) specific measurable expected outcomes.
5. METHODS/WORK PLAN: Describe specifically what this project will do, including detailing who will staff the project and the chronological project plan.
6. BUDGET: Provide detailed line item budget indicating amount to be supported by this grant and amounts to be supported either in direct church/ministry contribution or through in-kind contribution. Detail in-kind contribution (such as donated space, office supplies, utilities).
7. EVALUATION: Describe the specific manner in which each objective (stated in 4) will be measured. State how you will measure the qualitative aspects of your project such as leadership development, attitude change, or deeper faith. Methods might include surveys, interviews, participant observation etc.

CAPITAL IMPROVEMENT GRANT APPLICATION

Name of Church, with city/town location:

Contact person for application:

Contact phone #: _____

Contact email: _____

Annual budget for prior year: _____

Income: _____ Expense: _____

1. Does the congregation hold the deed for its property in trust for the larger church?

Yes _____ No _____

2. Loan Amount Requested (max \$10,000): _____

3. In one paragraph, describe the reason for the request:

4. Provide a detailed line item budget for the capital improvement project

Session approved this request on (date) _____

Project Status Update Form

Church Name: _____ Contact Person: _____

Project Name: _____ Grant Amount Rec'd: \$ _____

Please provide the Grants Committee with feedback on the status of your project.

1. Please estimate how successful has your project been in meeting your goals? (i.e. 100%, 85% etc.)

2. How was your grant money spent (items purchased, services paid for, etc.)? Are there unused funds?

3. How have you raised additional funds, if necessary? How much did you raise?

4. What project goals have you achieved?

5. What challenges have you faced and how have they been resolved?

6. How has your project impacted your community?

7. Please send documentation of your project to the Presbytery Office so that we can celebrate your achievement and encourage other congregations to consider doing something similar. Documentation can include photos, video, testimony (written or oral.) statistical data, etc.

8. Additional comments: