

# ALBANY PRESBYTERY GRANT PROCESS AND APPLICATION FORMS

## 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.

## 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 Program will consider two categories of proposals, Ministry and Mission Grants and Capital Improvement Grants. If you wish to apply for a Ministry and Mission Grant, go to page 3. If you wish to apply for a Capital Improvement, go to page 5.

## 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 August 1 through October 1.

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 presented as part of the following year's budget upon recommendation from the Grants Committee with endorsement by the Board of Trustees
4. Funds will be available for recipients on or around January 1<sup>st</sup> of the grant year

#### **Other Considerations**

1. Applicants should be prepared for follow-up questions by committee members as proposals are evaluated. A representative of the applicant should plan to be available by telephone during the meeting of the Grants Team to review applications. The dates of such meetings will be made available to the applicants ahead of time.
2. The amount of each capital grant shall not be more than \$20,000, and the amount of each ministry and mission grant shall not exceed \$15,000, unless the approved budget for that year allows for larger amounts.
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 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 May 31st and an evaluation of their project by September 15th of the grant year. A form to assist in your evaluation may be found on page 7. 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 September 15th of the grant year, applicants will not be eligible for grant funds that year.

# MINISTRY AND MISSION GRANT APPLICATION

SUBMIT APPLICATION TO [grants@albanypresbytery.org](mailto:grants@albanypresbytery.org)

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. Grants above \$15,000 may be approved in a given year if the allocated budget for that year allows.

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. Congregations will be asked to show evidence of participation in the life of the Presbytery. This may include, but is not limited to, membership on Presbytery committees and commissions and regular representation at Presbytery meetings.
4. Congregations will be expected to show how the proposed project furthers their mission, with direct reference to the congregation's mission statement.
5. Proposals will show evidence of comprehensive planning.
6. Proposals will clearly describe the desired result of the project.
7. Salary support as a part of a proposal will only be considered if it represents 50% or less of the salary.
8. All allocated grants will be reviewed and endorsed by the Grants Team and approved by the Board of Trustees.
9. All grant recipients will provide 2 follow-up reports to the Grants Committee.
10. 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.

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

Annual budget for prior year: \_\_\_\_\_

Income: \_\_\_\_\_ Expense: \_\_\_\_\_

1. SUMMARY: What do you want to do? Why? What will you accomplish? A description of the history of commitment to the particular cause and a statement of intent to continue should be included in the proposal.

2. STATEMENT ON CONGREGATIONAL VITALITY: Give your assessment of the vitality of your congregation, using specific examples from your ministry. Please address the following questions: Where do you see your congregation in five years? What does thriving look like in your context?

3. PARTICIPATION IN PRESBYTERY: How has your congregation participated in the life of the Presbytery? This may include, but is not limited to, membership on Presbytery committees and commissions and regular representation at Presbytery meetings.

4. NEED: Briefly state the identified need(s) this project will address.

5. COMPATIBILITY WITH CHURCH MISSION/VISION STATEMENT(S) AND PRESBYTERY MISSION STATEMENT.

**ALBANY PRESBYTERY MISSION STATEMENT: Led by the Holy Spirit, Albany Presbytery encourages, challenges, and equips its members and congregations to thrive as disciples of Jesus Christ and to glorify God.**

6. OBJECTIVES/OUTCOMES: List (number) specific measurable expected outcomes.

7. METHODS/WORK PLAN: Describe specifically what this project will do, including detailing who will staff the project and the chronological project plan.

8. 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).

9. 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.

**CHECKLIST:** In order to answer all of the above questions fully, please make sure to include the following attachments to your application:

- Copies of the past Three Years of your congregation's annual reports
- Mission Statement for your Congregation
- Timeline for your project
- Line-item budget for your project
- Evaluation rubric for your project

# CAPITAL IMPROVEMENT GRANT APPLICATION

SUBMIT APPLICATION TO [grants@albanypresbtery.org](mailto:grants@albanypresbtery.org)

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. Grants above \$20,000 may be approved in a given year if the allocated budget for that year allows.

1. Congregations shall be up to date on Basic Witness. The Grants team may consider exceptions in extraordinary situations.
2. Congregations will be asked to show evidence of participation in the life of the Presbytery. This may include, but is not limited to, membership on Presbytery committees and commissions and regular representation at Presbytery meetings.
3. Congregations will be expected to show how the proposed project furthers their mission, with direct reference to the congregation's mission statement.
4. The Grant application must be filled out and endorsed by the Session of the congregation.
5. Normally, an amount of no more than 20 % of a congregation's annual budget may be granted from this fund, up to \$20,000.
6. Congregations will show evidence of a capital campaign to support the project.
7. Congregations that do not own their building are not eligible for this grant. The Grants team may consider exceptions in extraordinary situations.
8. 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.
9. All allocated grants will be reviewed and endorsed by the Grants Team and approved by the Board of Trustees.
10. All grant recipients will provide 2 follow-up reports to the Grants Committee

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

Annual budget for prior year: \_\_\_\_\_

Income: \_\_\_\_\_ Expense: \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_

1. SUMMARY: Describe the reason for the request, including its impact on the mission of the congregation:

2. STATEMENT ON CONGREGATIONAL VITALITY: Give your assessment of the vitality of your congregation, using specific examples from your ministry. Please address the following questions: Where do you see your congregation in five years? What does thriving look like in your context?

3. PARTICIPATION IN PRESBYTERY: How has your congregation participated in the life of the Presbytery? This may include, but is not limited to, membership on Presbytery committees and commissions and regular representation at Presbytery meetings.

4. NEED: Briefly state the identified need{s} this project will address

5. COMPATIBILITY WITH CHURCH MISSION / VISION STATEMENT{S) AND PRESBYTERY MISSION STATEMENT: How does this capital improvement further the mission of the church?

**ALBANY PRESBYTERY MISSION STATEMENT: Led by the Holy Spirit, Albany Presbytery encourages, challenges, and equips its members and congregations to thrive as disciples of Jesus Christ and to glorify God.**

6. METHODS/PLAN: Provide a timeline for the project.

7. 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).

**CHECKLIST:** In order to answer all of the above questions fully, please make sure to include the following attachments to your application:

- Copies of the past three years of your congregation's annual reports
- Mission Statement for your Congregation
- Timeline for your project
- Line-item budget for your project

## 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: