



March 1, 2016

Greetings Friends in Christ:

We are pleased to offer you the opportunity to apply for monies available from unassigned General Assembly Mission Restricted Funds. These funds were created in past years by the gifts of individual Presbyterians or by small groups such as Presbyterian Women's groups. We are sending this information to all sessions, presbyteries, and synods so that they may apply to have specific funds granted to them for mission efforts that fulfill the intent of the donor. The application process is repeated on an annual basis in early March.

Specifically, enclosed are the following: (1) 2016 list of restricted funds available [on the reverse side of this letter], and (2) application form.

You may review and download application instructions from the Presbyterian Church (U.S.A.) Mission Budget and Financials website address <http://gamc.pcusa.org/ministries/financials/general-assembly-unassigned-funds/>. The site also includes Grant Application Instructions and Guidelines, the list of unassigned funds, a Word version of the application, and a supplemental form that you can review and download. Applicants requesting \$10,000 or more must complete the supplemental form.

Please read the instructions carefully before completing the application form. The application must be typed (minimum 10-point font) so that all information fits within the application form (four 8½- by 11-inch sheets of paper). We will not review excess information, including brochures and/or photographs.

While these requirements may seem rigid, they are needed to help deal with the volume of applications received and to help control the costs involved in copying and handling applications. Thank you for taking care to observe these guidelines.

Please note that approval at the presbytery or synod level is only another step in the process and does not guarantee approval by the Restricted Funds Oversight Subcommittee (RFOS). Each presbytery can only forward **one** application per fund to the synod and each synod can forward only **one** request per fund to the RFOS. The request may not exceed the total amount available from the restricted fund.

Session applications must be forwarded to the presbytery of jurisdiction by May 1, 2016, and forwarded to the synod with endorsement, if appropriate, by the presbytery by June 1, 2016. Additional timelines are provided at <http://gamc.pcusa.org/ministries/financials/general-assembly-unassigned-funds/>.

For questions, please contact Shelly Lewis at 1-888-728-7228, Ext. 8023 or e-mail shelly.lewis@pcusa.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Marcella A. Glass".

Marcella A. Glass, Chair
Restricted Funds Oversight Subcommittee

Enclosures



GENERAL ASSEMBLY 2016 Unassigned Funds

Fund Number	Restriction ¹	Amount Available
54201	For education of Native Americans; historical use benefitted tribes in North Fork, California	\$3,334
58189	To be used for medical research where most needed ²	\$24,056
58502	Indian missions	\$2,482
58504	For the evangelistic work of the Board [of National Missions of the PC(USA)]	\$2,252
58529	Used to provide for any educational opportunities which support the work of individuals who are involved in any way in ministry that benefits those who have mental retardation or other mentally or physically disabling conditions; this income may also be used to support ministry which specifically benefits those who have mental retardation or other mentally or physically disabling conditions	\$5,339
58879	Mission work among Chinese and Spanish Americans	\$2,904
59239	Mission program with preference given to advocacy for environment and evangelism	\$5,692
59251	Mission support within the U.S.	\$5,032
59263	Income for the support of medical work of The United Presbyterian Church with emphasis if possible in the field of diabetes and/or related diseases	\$2,171
70725	To be used for establishing, maintaining or otherwise providing a home or homes for aging people or for similar purposes as determined by said Trustee	\$4,041

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1. These restrictions were drafted and provided by the donor.
 2. Applicants requesting \$10,000 or more from this fund must also complete the supplemental form, which is located at <http://game.pcusa.org/ministries/financials/general-assembly-unassigned-funds/>.





**PRESBYTERIAN CHURCH (U.S.A.)
APPLICATION FOR USE OF RESTRICTED FUND**

This form is designed to assist you in applying for an unassigned General Assembly Mission Restricted Funds grant. All applicants should read the instructions carefully before completing the application. Please type, or the downloadable application form along with instructions and guidelines are provided at

<http://gamc.pcusa.org/ministries/financials/general-assembly-unassigned-funds/>.

Applicants will be notified of application status in October 2016.

1. TO BE COMPLETED BY REQUESTING COUNCIL OR GENERAL ASSEMBLY ENTITY			Year 2016
Applicant Pin Number:		Fund Number:	
Fund Restriction (see General Assembly Mission 2016 Unassigned Funds list):			
If application was made to other restricted funds for <u>same</u> program/project, please list fund numbers:		Grant amount requested (must equal or exceed \$1,000): \$	
Have you previously received a restricted fund grant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Total Program/Project Budget (please complete budget worksheet): \$
If so, which year did you receive the restricted fund grant?	Year:		For Committee Use Only – Amount Granted \$

Applicant name and address (Council or General Assembly Entity):

Designated program/project contact person:

Name _____

Name _____

Address _____

Phone Number _____

City, State, and ZIP Code _____

E-mail Address _____

If applicant is a church (session), please provide the following information:

	2015	2014		2015	2014
Church Membership			Operating Budget	\$	\$
Average Worship Attendance			Amounts Contributed to Presbytery, Synod and GA (Excluding Per Capita)	\$	\$

Proposed Use: This should be responsive to Evaluation Guidelines on page 5 of the grant application process instructions. If proposed use is for church building/repair or a scholarship, **STOP** [see Church Building Aid and Student Financial Aid Inquiries on page 7 of application instructions]. Approved applications receive a one-time grant in October, distributed in a lump sum. Grants must be used within two years of distribution.

- a. Please provide a brief description of the program/project for which funding is requested:





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Year 2016

Applicant:	Applicant Pin Number:	Fund Number:
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Proposed Use (continued):

b. Is the program/project ongoing or is it a new initiative (please explain):

c. Are funds being received from other sources to support this program/project? If so, what are the sources and how much?

d. Background (more detailed description of program/project, and please indicate partnership with other mid councils):





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		Year 2016
Applicant:	Applicant Pin Number:	Fund Number:

2. BUDGET FOR PROJECT/PROGRAM (REVENUE SHOULD EQUAL EXPENSE)

REVENUE ITEM	AMOUNT	EXPENSE ITEM	AMOUNT
Total GAM Grant Funding Request		Planning	
Individual Contribution(s)		Promotional Materials and Advertising	
Presbytery		Leadership Honoraria	
Synod		Leadership Travel/Housing/Meals	
Other: (Describe each item over 10% of budget)		Other: (Describe each item over 10% of budget)	
Tuition and Fees from Participants		Subsidies to Participants	
Total Project Revenue		Total Project Expense	





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Year 2016

Applicant: Applicant Pin Number: Fund Number:

3. COMMENTS

Presbytery

Large empty text box for Presbytery comments

Synod

Large empty text box for Synod comments

4. REQUIRED SIGNATURES

Councils

Signature lines for Clerk of Session, Church Name, Signature, Date; Presbytery Representative, Presbytery Name and Address, Signature, Date; Synod Representative, Synod Name and Address, Signature, Date

General Assembly Entity

Signature lines for Division Director (GA Only), Signature, Date; Executive Director/President/Stated Clerk, Signature, Date

Session: Proposals must be submitted to the presbytery by May 1
Presbytery: Recommended proposals must be submitted to the synod by June 1
Synod: Recommended proposals must be submitted to the Restricted Funds Oversight Subcommittee by July 1



PRESBYTERIAN CHURCH (U.S.A.)



SUPPLEMENTAL FORM
PROPOSAL OUTLINE FOR USE OF RESTRICTED FUND
(AMOUNT REQUESTED MUST EQUAL OR EXCEED \$10,000)

This form is designed to assist you in applying for an unassigned General Assembly Mission Restricted Funds grant. All applicants should read the instructions carefully before completing the application. Please type, or the downloadable application form along with instructions and guidelines are provided at

http://gamc.pcusa.org/ministries/financials/general-assembly-unassigned-funds/.

Applicants will be notified of application status in October 2016.

Form with fields for Applicant, Applicant Pin Number, Fund Number, Fund Restriction, Grant amount requested, and Total program/project budget.

For applications requesting \$10,000 or more, the applicant must submit a supplemental form.

In addition to filling out the basic application for use of a restricted fund, the following proposal outline should be completed by all applicants requesting \$10,000 or more. Please attach separate sheets with your responses and mark each section clearly.

Proposal Outline (Proposals should be written in a concise, narrative format according to the following outline.)

Description of the Project

- A. Provide an overview of the project including goals and specific needs to be met.
B. What is the intended audience?
C. What is the projected number of participants or people served?
D. What is the planned duration of the project including starting and ending dates?
E. What is the budget for the project?

Project Management

- A. Provide the name of the office or committee of the governing body responsible for managing the project.
B. What is the name and title of the project leader?
C. If a new structure is being formed to direct this project, please specify its membership and frequency of reporting to the governing body.

Evaluation

- A. An evaluation is required of recipients of all grants. If a grant is not expended within one year of being awarded, the RFOS may request a mid-term evaluation asking about progress toward stated goals, activities, and financial accounting.
B. Attach a description of the plan that will be used to evaluate the project for meeting goals and effectiveness.

Changes

- A. Requests to extend the time for spending the funds beyond the two-year limit must be made in writing, including reasons for requesting the extension, and must be approved in writing by the RFOS chair.
B. Requests to modify the spending plan must be requested in writing, including reasons for the changes, and must be approved in writing by the RFOS chair.
C. Any funds not spent for purposes specified in the grant must be returned.



***UNASSIGNED
GENERAL ASSEMBLY MISSION
RESTRICTED FUNDS***

Funds Designated for Use in the United States and Puerto Rico

***GRANT APPLICATION PROCESS
INSTRUCTIONS AND GUIDELINES***

March 1, 2016



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INSTRUCTIONS AND GUIDELINES**

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APPLICATION PROCESS

Unassigned Funds are available for application by all councils and General Assembly entities. There are some permanent funds, which generate an annual income stream; others on this list are primarily dependent on monies received in the previous year. Only councils and General Assembly entities of the Presbyterian Church (U.S.A.) may apply. These organizations are described under “Applicant” in the section titled “Specific Instructions.” Councils may apply on behalf of racial ethnic constituency groups for mission work within its bounds or with a view to make a grant to another organization.

This process applies only to funds or the applicable portion thereof, which are designated for use within the United States and Puerto Rico. ***Grants are not made for mission work outside the United States and Puerto Rico. The mission work must take place within the bounds of the applicant. The grant process is not intended to encourage work by one council within the jurisdiction of another council. In particular, funding for mission trips is precluded.*** In addition, grants are not made for church construction/repair, student financial aid (see second paragraph, page 4), audiovisual/computer equipment and, typically, the Committee does not fund salary/staff support.

Sessions must send applications to their presbytery, which shall review the applications to determine which, if any, to send to the synod. Presbyteries and synods may forward only one application per fund to the next stage in the review process (see section titled “Mid Council Participation”). Where the amount available for a particular fund exceeds \$150,000, a synod may forward two applications for that fund. Presbyteries and synods are encouraged to notify all applicants whether or not their application was sent to the next stage.

Grants are made on a one-time basis, distributed in a lump sum, and must be used within two years from the date a grant is distributed. Grants are distributed following the fall meeting of the Presbyterian Mission Agency Board. Ordinarily, a council that has previously received a grant from a fund cannot receive additional grants from that fund until an evaluation has been submitted.

APPLICATION REVIEW PROCESS

The Restricted Funds Oversight Subcommittee meets in September, reviews each application, and makes funding recommendations to the Presbyterian Mission Agency Board through the Presbyterian Mission Agency Board Executive Committee.

To be considered application descriptions must be consistent with donor restrictions. Because there is a limited amount of money in each fund, the **Committee makes every effort to review each application based on completeness of the application, evaluation guidelines in the instructions, merit of the program/project, and whether the program/project can be accomplished with less than the full funding request. In addition, the Committee encourages partnership with other councils whenever possible.**



TIMELINES AND DEADLINES

Mar 1 - Updated information on funds and amounts available released by the Presbyterian Mission Agency.

May 1 - Last day for sessions to submit applications to the presbytery.

Jun 1 - Last day for presbyteries to submit recommended applications to the synod.

Presbyteries notify applicants whose application was not forwarded to the next stage of the process.

Jul 1 - Last day for synods to submit recommended applications to Restricted Funds Oversight Subcommittee. Applications must be postmarked by July 1.

Synods notify applicants whose application was not forwarded to the next stage of the process.

Sep - The Restricted Funds Oversight Subcommittee meets, reviews, and discusses each application and makes funding recommendations to the Presbyterian Mission Agency Board through the Board Executive Committee to vote on at its fall Board meeting.

Oct - Restricted Funds Oversight Subcommittee with administrative support from Presbyterian Mission Agency staff will notify grant recipients about application status.

The Restricted Funds Oversight Subcommittee will notify applicants whose grant proposals were considered by the Restricted Funds Oversight Subcommittee and not approved.

The Presbyterian Mission Agency staff will distribute monies granted to councils.

NOTE: The Restricted Funds Oversight Subcommittee does not have the names of applicants whose proposals were not forwarded and has no way of responding to questions about such applications.



EVALUATION GUIDELINES

The Restricted Funds Oversight Subcommittee will review applications and make recommendations based on the factors set out below. Synods and presbyteries should use these guidelines in conjunction with their mission priorities to evaluate each application.

1. What is the degree of Presbyterian involvement?
2. What is the availability of matching funds?
3. What amount of other support is provided by applicant, including volunteer time and in kind services?
4. What percentage of applicant's mission giving goes to support General Assembly?
5. What length of time has the applicant supported the project?
6. For start-up programs, what is the availability of other monies to continue the program in the future?
7. How does the program promote the goal of partnership in carrying out the applicant's mission?
8. Where does this fall within the mission priorities of the applicant?
9. How many people does the program serve?
10. What is the amount of local support?
11. What is the evidence of ongoing commitment?
12. What is the program's record of accomplishment?
13. What is the total program cost compared with the application request?
14. What will be the direct impact of the program on people?
15. For new programs, how quickly can the program begin?



MID COUNCIL PARTICIPATION

Councils are asked to evaluate applications from within their bounds and forward no more than one application per fund to the next stage of the application process (see below for an exception for certain funds). The goal is to allocate funds in line with mission priorities. Accordingly, an application should not be forwarded, even where it is the only application, if that application does not fit within the mission priorities of the mid council. Please be sure that the request fits the description of the fund.

When there are multiple applications for the same restricted fund from within a presbytery, the presbytery, in a manner of its own choosing, will decide which one request except as noted below, if any, to forward to the synod. A presbytery may *not* combine multiple requests from congregations into a single presbytery request. After consultation, the original applicant and the presbytery may revise an application before forwarding to the synod. The request will not exceed the total amount available from the restricted fund.

When there are multiple applications for the same restricted fund within a synod, the synod, in a manner of its own choosing, will decide which one request, if any, to forward to the Restricted Funds Oversight Subcommittee. A synod may *not* combine multiple requests from presbyteries into a single synod request. After consultation, the original applicant, presbytery, and synod may revise an application before forwarding to the Restricted Funds Oversight Subcommittee. ***Where the amount available for a particular fund exceeds \$150,000, a synod may forward two applications for that fund. The request(s) will not exceed the total available from the restricted fund.***

Presbyteries and synods are encouraged to notify all applicants whether or not their application was sent to the next stage in the review process. ***The Restricted Funds Oversight Subcommittee does not have the names of applicants whose proposals were not forwarded and has no way of responding to questions about such applications.***

SPECIFIC INSTRUCTIONS

Fund Number - Five-digit number that identifies a fund.

Applicant Pin Number - The five- or six-digit number assigned to an applicant as listed in the General Assembly minutes.

Applicant - Only sessions, presbyteries, synods and General Assembly entities (Presbyterian Mission Agency, Office of the General Assembly, Presbyterian Foundation, Board of Pensions, Investment and Loan Program, and Presbyterian Publishing Corporation) may apply. However, application may be made with the intent of making a grant to another organization, such as a racial ethnic constituency group.

Amount - The amount must equal or exceed \$1,000. Applications for less than \$1,000 will not be considered. All requests for \$10,000 or more will need to include completion of a supplemental information form. The supplemental form is available on the website (<http://game.pcusa.org/ministries/financials/general-assembly-unassigned-funds/>).

Contact Person - This does not need to be the person signing the application, but must be a representative of the applicant. This person will be contacted if additional information is needed, and will represent the applicant in any necessary consultation. This person must have the authority to reach a binding consultation agreement.

Restriction - Must quote exactly from “Restriction” column in the Unassigned Funds list.

Budget - A detailed budget and budget justification constitute part of the application process and will be evaluated for appropriateness as part of the Committee’s review process.

Proposed Use - Be as specific as possible. It must be readily apparent from this description that the proposed use will satisfy the restriction. Any questions on this point should be referred to contact listed under “Questions and Comments” at the end of these instructions. The description should be responsive to the “Evaluation Guidelines.” If making a grant to another organization, be specific as to the proposed use by that organization.



The application must be typed in 10-pitch or larger type, and all information must fit within the application. The application should be submitted as four 8½ x 11 sheets of paper (expanding the length of the application with a word processor is not permitted). Excess information (including brochures and photographs) will not be reviewed. These requirements are necessary to maintain the costs involved in copying and handling applications.

The report approved by the General Assembly stated that the “process should maximize the use of existing structures and any operational procedures that may already be in place.” The General Assembly has well-established ongoing programs dealing with church construction and financial aid for students. **To avoid duplication and to ensure that all have equal access, the process, as described in these instructions, will not accept applications for church construction/repair or student scholarships.**

CHURCH BUILDING AID AND STUDENT FINANCIAL AID INQUIRIES

Inquiries on Church Building Aid and Student Financial Aid may be sent to:

Director, Credit Operations
Presbyterian Church (U.S.A.)
Presbyterian Investment & Loan Program, Inc.
100 Witherspoon Street, Room 1044
Louisville, KY 40202-1396
(800) 903-7457, Ext. 5231

Associate, Financial Aid for Studies
Presbyterian Church (U.S.A.)
100 Witherspoon Street, Room M052
Louisville, KY 40202-1396
(800) 728-7228, Ext. 5735

Signatures - All applications must be signed on behalf of the applicant.

- Session - Signed by the Clerk of Session, Presbytery Representative and Synod Representative of jurisdiction
- Presbytery - Signed by Presbytery Representative and Synod Representative of jurisdiction
- Synod - Signed by Synod Representative of jurisdiction

Mailing - Grant applications should be mailed as follows:

Session: Mail to the presbytery of jurisdiction
Presbytery: Mail to the synod of jurisdiction

Synod and GA Entities:

RESTRICTED FUNDS OVERSIGHT SUBCOMMITTEE
PRESBYTERIAN CHURCH (USA)
100 WITHERSPOON ST ROOM 6629A
LOUISVILLE KY 40202-1396

Questions and Comments - Send to the address listed under “Mailing,” or call Shelly Lewis at (888) 728-7228, Ext. 8023 or E-mail shelly.lewis@pcusa.org.



General Assembly Restricted Funds Unassigned Funds Grants

Frequently Asked Questions (FAQs)

1. What are General Assembly Unassigned Restricted Funds?

A: Certain existing restricted funds and new funds intended for use in the United States and Puerto Rico that do not specifically designate use by a Presbyterian Mission Agency ministry area are used to fund a program that provides grants to other PC(USA) mid councils. These are known as Unassigned Funds.

2. Who is responsible for this program?

A: The Restricted Funds Oversight Subcommittee (RFOS) is responsible for this program.

3. When is the list of funds available for application released?

A: By March 1 of each calendar year.

4. When is funding made available to grant recipients?

A: Grants are distributed in early October of each calendar year.

5. Are grants made for mission work outside the United States and Puerto Rico?

A: No, grants are not made for mission work outside the United States and Puerto Rico.

6. Is funding available for mission trips?

A: No, funding is not available for mission trips.

7. Are grants made for church construction and/or repair?

A: No, grants are not made for church construction and/or repair.

8. Are grants made for student financial aid?

A: No, grants are not made for student financial aid.

9. Is unassigned funding available for audiovisual/computer equipment?

A: Typically, the RFOS Committee does not fund audiovisual and/or computer equipment.

10. Is unassigned funding available for salary and/or staff support?

A: Typically, the RFOS Committee does not fund salary/staff support.

11. We would like to pay young adults who participate in the internship program. This program would include their education in the church, specialized tasks, etc. To apply for the funds, is it necessary to meet the specific needs of the provider? Or, is it a more general type of inquiry?

A: The donor places restrictions on these funds, and the project/program has to meet the donor's intent in order for it to be considered for funding. The Committee does not fund salary/staff support.

12. Can an application be submitted for a program that is scheduled to be held this summer?

A: No, an application cannot be submitted for a program that is scheduled to be held this summer. The RFOS committee meets in September to review applications and make funding recommendations, and grants are disbursed in early October.

13. Can you explain more about fund 59239—mission program with preference given to advocacy for environment and evangelism? What do you mean by "advocacy for environment?"

A: The proposal should demonstrate a connection to the environment and God's creation. In addition, the application should demonstrate that the program will likely draw new members and/or expose nonmembers to the beliefs of the Presbyterian Church. For example, a compost bin in unused space in the church's backyard and a meditation garden; this will be used for VBS, church school, meditation and worship.

14. Are grants awarded for reimbursement of individual expenses?

A: No. The RFOS does not award grants for reimbursement of individual expenses.

15. How long do we have to use the grant?

A: Approved applications receive a one-time grant in October, distributed in a lump sum. Grants must be used within two years of distribution.