



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](mailto: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

