

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.