

Presbytery of the James
Small Church Fund
Grant Application

GENERAL INFORMATION

CHURCH _____

NAME OF PERSON COMPLETING APPLICATION _____

TITLE _____ PHONE _____

YOUR ADDRESS _____ EMAIL _____

_____ PREFER CONTACT BY (Circle One)

_____ MAIL PHONE EMAIL

NATURE OF THIS GRANT: _____ EMERGENT _____ URGENT

SPECIFIC PURPOSE OF GRANT _____

EXPLAIN HOW THIS GRANT WOULD ASSIST IN THE MINISTRY OF YOUR CONGREGATION _____

FUNDING

AMOUNT REQUESTED \$ _____ (MUST COMPLY WITH FUND REQUEST LIMITS \$5,000 MAX)

AMOUNT CONGREGATION WILL COMMIT TO THE PROJECT \$ _____

If the need to be addressed is for a capital purchase (equipment, furnishings, repairs, renovations, etc.) please attach bids/pricing from two contractors or businesses.

FIRST BID: \$ _____ SECOND BID: \$ _____

If the need is of an emergency basis, please describe and provide details about when funding may be needed: _____

If the need is for a ministry or mission cause, not capital improvements, what do you hope to accomplish, when, and how? Please complete the following to identify your most important goals/objectives (up to 3).

Attach additional pages if necessary:

GOAL OBJECTIVE	EXPECTED OUTCOME	HOW WILL IT BE MEASURED?

If you are receiving funds from other sources, please indicate the amount and source.

If the grant requested is for a capital improvement, please provide the overall anticipated project costs: _____

SESSIONAL APPROVAL

The Session of _____ Presbyterian Church, meeting on _____ (date) approved this grant application and agrees that the funds requested will be spent exclusively on the needs described herein.

Clerk of Session

PROJECT BUDGET

INCLUDE:

1. Budget of the projected costs of the project.
2. If an “emergent” project, include a cost projection of how funds will be used over time and an explanation of how the project or ministry will be sustained in the future after the initial grant.

ANNUAL CHURCH BUDGET, SAVING ACCOUNTS, INVESTMENTS

INCLUDE:

1. Copy of current year’s “line-item” congregational budget
 2. Current year’s projected congregational income and expense data, if not in budget above
 3. Current balance sheet including funds in checking and saving accounts, CD’s and other investments, endowments and also outstanding obligations (mortgage, loans, etc.)
 4. You may note below any upcoming unbudgeted expenses you anticipate that may decrease the amount of your available funds.
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SUBMIT GRANT APPLICATION

SEND COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION TO:

Presbytery of the James
Attn: Small Church Urgent/Emergent Grant
3218 Chamberlayne Ave.
Richmond, VA 23227

THE APPLICATION MATERIALS MAY ALSO BE SENT VIA EMAIL TO

deborah@presbyteryofthejames.org