

PRESBYTERY OF NEW HARMONY

Request for Financial Assistance, Scholarship, or Grant

Date: _____

Church Name: _____

Church Address: _____

Total amount requested: \$ _____ for _____
(amount) (name of project)

Name & Signature of Session Moderator: _____

Name & Signature of Clerk of Session: _____

Contact Person(s)' Name, Signature, & Contact information, including email address & telephone numbers: _____

This request for assistance was approved by the Session at its _____ meeting. Please attach a copy of the minutes of that meeting.

With any disbursement the presbytery expects a follow-up report. This report should include:

- A mid-project or mid-point assessment/evaluation
- Results of the project/ministry including how many people were involved, in what ways, what were the outcomes of the project/ministry, what were the financial implications of the project/ministry.

If the project/ministry does not take place as planned or outlined in the application, and/or if the entire grant is not used for the requested project or ministry, then the remaining funds should be returned to the presbytery.

On separate page(s), please attach a request/proposal for how these funds will be utilized. The following should be outlined:

- Is this a new project/ministry or is it on-going?
- Why requesting presbytery assistance?
- How does this project/ministry support or fit in with the congregation's mission and/or goals?
- Scope of the project (length/duration/long-range projections), if assistance is desired for more than one year, then a new application must be completed for each year.
- Budget for the project/ministry
- Other sources of funding (i.e. congregation's operating budget and/or other sources):
- How is the congregation contributing to this ministry/project? In-kind or otherwise
- Personnel or staff involved:
 - How many? Are they paid or volunteer? What compensation is involved with these staff members? What portion of the project's budget is salary?
 - If there are paid "staff" or personnel involved, what hiring & screening practices were followed before engaging these persons as employees?
 - The Presbytery of New Harmony & its agents utilize background checks, which are performed on all ministers of Word & Sacrament, as well as any and all paid or volunteer staff who have any interaction with children.
 - Does your congregation/this program comply with State & Federal Income Tax reporting procedures?
 - The Presbytery & its agents comply with all federal and state laws governing employment practices.
 - Is your church adequately covered by liability/property insurance for any risk exposure that might be incurred as a result of this project?

SPECIFICALLY for SCHOLARSHIPS (participation in event/conference, etc.)

- Name(s) of applicant(s):
- For what event/conference will scholarship be used?
- Total cost:
- Role(s) in congregation:
- Reason(s) for participating:
- How will the applicant(s) benefit from participating?
- What benefits will the congregation derive from this participation?
- How will participant(s) share their learnings with the presbytery?

Send completed application to:

Presbytery of New Harmony, Attention: _____
P. O. Box 4025 Florence, SC 29502-4025

FOR OFFICE USE ONLY-----

Application received: _____

Assigned to: _____ (*Committee/Division*)

Staff person: _____

Grant of \$ _____ *approved:* _____ *by* _____
(*amount*) (date) (*committee/division*)

Account/ Fund charged: _____
(*account name/number*)

Mid-point report received? _____ *& date received:* _____

Final report received? _____ *& date received:* _____

Grant of \$ _____ *remitted:* _____
(*amount*) (date)