

## Guidelines for Synod Small Church Grant Applications

Only PCUSA churches within the bounds of the Synod of the Mid-Atlantic are eligible to apply for the New and Small Church Grant Fund.

Applications are considered at Synod Assembly meetings held in the spring (March) and the fall (September). Application deadlines for receipt of applications are February 1st for spring and August 1st for fall. This means that applications must be **in the Synod office** by these dates, and not just postmarked by then. Completed forms may be sent electronically, faxed, hand delivered, or by US Mail, as long as all information is provided, including actual signatures as appropriate. The purpose of the Synod Small Church Grant is to distribute income from the McCallum and Small Church and Manse funds to new and small churches for home mission projects, and assistance for renovation of church facilities and manses.

These guidelines have been developed to assist applicants in providing complete information as specified on the form. Many potential projects have been returned unfunded simply because vital information was lacking, often because direct questions were not answered. Applications are reviewed by a synod committee on a specific day and a decision is made on the spot as to who qualifies for consideration and who does not. There is no call or email asking for some missing item to keep your request viable for that round. If your request is denied for any reason, you are free to apply again next time, but that will be six months away.

### MAIN POINTS

- Use the appropriate Grant Application Form. All are listed and described on the Synod of the Mid-Atlantic website.
- Contact Presbytery Office for help as needed. They will guide you to a knowledgeable person.
- Read through the entire form, then answer ALL QUESTIONS IN FULL. Typewritten responses are preferred, but legible, printed handwriting is permissible.
- Provide factual information as requested. If it says to include TWO bids or estimates on a project, that means that you MUST do that. This means copies of the actual bids, not just the totals typed into a space on the form. Even if you have already completed your project and are looking for reimbursement, it is not sufficient to provide just the one bid that you used. Your application will be disqualified from consideration if you have not complied with the requirements.

- Specify the dollar amount you are seeking, up to a maximum \$5000.00. If your project costs less than that, designate what that sum is.
- Include actual signature(s) by the person(s) indicated. Just typing in a name is not a signature.
- Attach your church operating budget as indicated, showing income and expenses, with specific details of funding you receive each year from other sources, including other Synod grants. (This is NOT the proposed “Annual Budget” which your Session presents to the congregation at the beginning of the year.)
- Submit your completed forms and all attachments **to the Presbytery Office by email** well before the Synod deadline. A designated committee on the Presbytery level will review and approve your paperwork and send it on to Synod. This will be your opportunity for them to advise you on any tweaks or additional information needed, to be sure that your request is ready for approval.
- Remember that Presbytery committees meet on a schedule and have their own deadlines for agenda items. If your application does not reach Presbytery in time for a proper review, it will not make the Synod deadline. Therefore, Presbytery deadline for the February Synod group is December 1st, and for the August group is June 1st. Do not expect your applications to be considered if you do not meet these deadlines.

Adopted by General Council 12.11.19