

Grant Procedures for Western Region Mission Projects

- Requirement for all projects we will fund –
 1. Applicants must show how their funding requests fit into one of these areas:
 - Housing/Shelter/Homelessness
 - Micro Loans/Grants (Linda will write a brief explanation of this)
 - Food Insecurity
 - Immigration and Refugees
 - Youth and College ministry

These ministry areas were approved in regional meetings during 2018 and will be reassessed and revised after one year.
 2. All projects must include the following
 - Clear implementation plan, leadership, and budget
 - Evaluation process and timeline
- Additional criteria – these qualities are desirable, and projects are more likely to be funded if these criteria are met, but all of them are not required.
 - Sustainable after the grant expires (one-time projects will be considered if they are being used in a larger, sustainable ministry)
 - Creative – finding a new approach to doing ministry
 - Innovative – involving deliberate application of information, imagination and initiative in deriving greater or different values from resources when finding useful ways of doing ministry
 - Regional – primarily focusing on Bay Area needs, especially in the Western Region, not national or international
 - Involves people from our congregations in the ministry
 - Joint ministry of more than one congregation or with faith-based non-profit agencies
- Decision process – the executive panel
 - A five-member executive panel will be elected at a regional meeting annually.
 - The panel will be elected from among members and ministers of word and sacrament in the western region.
 - Candidates for the executive panel must be approved by the session or pastor of their congregation in the western region. Nominees will also be accepted from the floor of the western regional meeting. Invitations to nominate members of the panel will be sent to all churches at least one month before the election.
 - No two panel members can be from the same congregation.
 - The panel will develop an application form and make revisions to the application form as needed.
 - The panel will collect and screen project applications.
 - The panel will review all applications submitted and bring qualified projects to the Western region with their recommendations.
 - The panel will recommend projects for a one-, two-, or three-year term with annual review of multi-year projects.
 - Members of the panel will recuse themselves when applications come from their own congregations or they have a working relationship with the applicant.

- One member of the panel will be designated as treasurer to request funds from the Presbytery as those funds are approved by the executive panel, and to monitor funds from the presbytery. A second person will also be designated to request funds as an alternate. Written delegation of authority for these two people will be sent to the presbytery.
- One member of the panel will be designated as secretary and will keep records and attendance at regional meetings to report to presbytery.
- The secretary will report to presbytery every six months on decisions, receipt and distribution of funds, and provisional use of those funds.

➤ Decision process – making proposals

- The executive panel will invite projects from all regional congregations annually. No congregation shall nominate or elect more than one panel member.
- Any congregation in the region can make a proposal and file an application.
- Projects must be endorsed by the session of the congregation making the application.
- Applications from individuals and non-profit groups will be accepted, but they must be endorsed by the session of a western region congregation.
- If the executive panel determines that a project does not meet the required criteria or adequately address one of the five mission areas, and is thus not eligible, the applicant will be allowed to revise the proposal and resubmit the application within six months.

➤ Decision process – projects at regional meetings

- At least two regional meetings will be held each year one of which will review and approve projects They will not be held only on presbytery meeting days.
- Regional meetings will be announced and widely publicized and project proposals sent out at least one-month in advance of the meeting.
- All communication with the western region will include clear and concise communication to the following:
 - E-mail to people who attended previous regional meetings
 - E-mail to people responsible for project proposals
 - E-mail to the regular presbytery email list – pastors, clerks, church general
 - A notice on the presbytery website
 - At least one snail mail notice including translation into Chinese and Spanish
- A quorum for any of the western region will be representatives from at least five congregations in the region.
- Each congregation shall have one vote. Should a congregation send more than one representative to the meeting, they must agree on how their congregation will vote.
- The executive panel will send to the regional meeting the proposals which have met the first requirements with assessments of how well each project meets the secondary criteria.
- A majority vote of congregations in attendance at a designated regional meeting will approve projects.

➤ EVALUATION:

- The executive panel will evaluate projects annually using the evaluation process in the application.
- The executive panel will fund multi-year projects annually, then evaluate the project each year and make recommendations and continue funding unless there is some bad maleficence
- Evaluative site visits may occur as appropriate

- DISTRIBUTION OF FUNDS: Monies shall be distributed, received and accounted for as per the Framework for Decision Making and Fund Distribution of the Presbytery of San Francisco.
- RECOURSE ACTION:
 - There shall be an action for recourse and reimbursement should funds be used for other purposes than intended as per the approved proposal.
 - The session of churches, Board of Directors or Trustees of agencies that sponsored or served as the primary collaborators of the proposed ministry shall be held fiduciarily responsible for any such loss or financial abuse.

Western Region Projects Grant Application

Presbytery of San Francisco

➤ Required Ministry Needs:

1. Applicants must show how their funding requests fit into one of these areas:
 - Housing/Shelter/Homelessness
 - Micro Loans/Grants (Linda will write a brief explanation of this)
 - Food Insecurity
 - Immigration and Refugees
 - Youth and College ministryThese ministry areas will be reassessed and revised after one year.
2. All projects must include the following
 - Clear implementation plan, leadership, and budget
 - Evaluation process and timeline

Additional criteria: The project should meet any or all of these criteria:

- *Sustainable after the grant expires (but one-time projects will be considered if they are being used in a larger, sustainable ministry)*
- *Creative – finding a new approach to doing ministry*
- *Innovative – involving deliberate application of information, imagination and initiative in deriving greater or different values from resources when finding useful ways of doing ministry*
- *Regional – primarily focusing on Bay Area needs, not national or international*
- *Congregational – Involves people from our congregations in the ministry*
- *Joint ministry – Working with more than congregation or with faith-based non-profit agencies*
- *Clear implementation plan, leadership, and budget*
- *Evaluation process and timeline in place*

Application Form – Western Region, Presbytery of San Francisco

Project Name

Date of Application

Name of Church(s)

Contact Person(s)

Email/Phone Number(s)

Project Description –

1. Required criteria. Fully describe how the project fits one of the ministry areas
(attach additional sheets as necessary)

2. Additional criteria. Describe how the project meets any or all of the additional criteria.
(attach additional sheets as necessary)

Project Timeline:

1. Project Start Date/End Date
2. Is this a one-time expenditure or ongoing program, one year or multi-year?
3. If multiyear, how many times would you like it to be renewed?

Amount Requested – please give a justification and budget for the project.

Evaluation Criteria – when and how do you expect to evaluate the success of the project?