



PRESBYTERY of SAN FRANCISCO

COVID-19 Emergency Relief Funds

The Presbytery has established an emergency assistance fund for our churches financially affected by this pandemic.

Guidelines

The Presbytery of San Francisco COVID-19 Emergency Relief Funds will be used to provide emergency aid to eligible churches. This fund may not be available for cases in which long-term financial support is needed. This fund is intended to be used only for issues directly related to the COVID-19 virus. The maximum amount of disbursement shall be \$10,000. The Presbytery may not be able to fulfill all requests as received and strongly encourages our sessions to explore other avenues for relief such as Board of Pension Grants, Presbyterian Disaster Grants, available relief through the C.A.R.E.S. Act, and other Presbytery of San Francisco grants. Churches who were impacted by COVID-19 and do not have the resources to endure this emergency situation will have first priority for emergency grants.

Eligibility

Only Presbytery of San Francisco churches and new worshiping communities who are currently using their own emergency reserve financial resources are eligible for grants.

Procedures

1. Submit a completed "COVID-19 Emergency Relief Grant Request Form", along with your January- Current 2020 financial information by emailing to covid19grants@sfpby.org
2. All requests must be reviewed and approved by the COVID-19 Grant Team. Additional documentation may be requested.
3. If additional funds are needed, other than provided through a COVID-19 Emergency Relief Grant, the session agrees to work with the COVID-19 Grant Team to seek financial support from other outside organizations, entities, and agencies, including the Payroll Protection Program (PPP) available under the C.A.R.E.S. Act.

Parameters

COVID-19 Emergency Relief funds can only be granted for necessities. These needs include, but are not limited to the following:

- Pastor/Clergy Salaries & Benefits
- Programmatic, Administrative, and Facilities Management Salaries
- Congregant Assistance, such as Food, Housing, and Transportation expenses.
- Church Building and Utilities Expenses

COVID-19 Emergency Grant funds **CANNOT** be granted for the following:

- 3rd Party Preschool or Childcare Expenses
- Capital Projects & Pre-existing Property Repair
- Pre-existing Church Debt
- Business Ventures or Investments

Administration

Contributions and bequests can be designated to the COVID-19 Emergency Relief Funds:

Presbytery of San Francisco, 545 Ashbury Avenue, El Cerrito, CA 94530



PRESBYTERY of
SAN FRANCISCO

COVID-19 Emergency Relief Grant Request

CHURCH INFORMATION

Church Name		Contact Name
Address		
City	State	Zip
Phone	Email	

Amount Requested (\$10,000 max) \$

Apart from the \$5K grant by the Presbytery of SF in April, has the Church received financial assistance from other sources as related to COVID-19?

Yes

No

If Yes, please state source(s) of funds and amount(s).

What is the Church's total estimated loss of income?

\$

Briefly describe how the Church would use relief grant funds:

What other COVID-19 related Grants/ Loans/ Assistance has your church applied for? Please indicate the status of each (approved, not approved, pending) when listing that aid application, and please indicate the amount you applied for.



COVID-19 Emergency Relief Grant Request

CHURCH FINANCIAL INFORMATION

Month of January 2020

Submit your income and expense statement for each of these months, individually, or fill out this form

This will allow us to see snapshot of Pre-COVID finances

Church Assets

Savings & Checking Account(s)	\$ _____
Endowment	\$ _____
Real Estate	\$ _____
Other _____	\$ _____

Total Church Assets \$ _____

Monthly Church Income

Pledges	\$ _____
General Giving Collections	\$ _____
Rental Income	\$ _____
Investment Income	\$ _____
Other _____	\$ _____

Total Monthly Church Income \$ _____

Monthly Church Expenses

Mortgage/Rent	\$ _____
Utilities	\$ _____
Salaries	\$ _____
Insurance	\$ _____
Other _____	\$ _____

Total Monthly Church Expenses \$ _____



COVID-19 Emergency Relief Grant Request

CHURCH FINANCIAL INFORMATION

Month of February 2020

*Submit your income and expense statement for each of these months, individually, or fill out this form
This will allow us to see snapshot of Pre-COVID finances*

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COVID-19 Emergency Relief Grant Request

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Total Monthly Church Expenses \$ _____



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CHURCH FINANCIAL INFORMATION

Month of _____ 2020

Please provide estimate for this month

Church Assets

Savings & Checking Account(s)	\$	
Endowment	\$	
Real Estate	\$	
Other _____	\$	

Total Church Assets \$ _____

Monthly Church Income

Pledges	\$	
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Total Monthly Church Income \$ _____

Monthly Church Expenses

Mortgage/Rent	\$	
Utilities	\$	
Salaries	\$	
Insurance	\$	
Other _____	\$	

Total Monthly Church Expenses \$ _____

I hereby authorize the Presbytery of San Francisco to verify all information provided

Applicant Signature: _____ Date: _____

Please return to: covid19grants@sfpby.org



USE ONLY

FOPC Initials: _____	Date: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
COM Initials: _____	Date: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved

Comments: _____	Amount Approved

_____	\$ _____