

Process of Grant Review for the Central Region of the Presbytery of San Francisco

1. Submission of the Grant via the website
2. Acknowledgement of submission in writing to the submitting congregation
3. Formation of Grant Peer Review Team (3 people)
4. Distribution of the Grant to this Sub-Team for initial reading
5. Meeting of the Sub-Team to process the submitted grant in conversation regarding measurability, scope, budgetary vision and stated values of the project. Discernment of what may still need to be refined in the proposal. The Sub-Team picks a lead for communication. Clarification questions are identified and formulated for the submitting church.
6. This lead communicator of The Sub-Team contacts the Submitting Church Contact (clerk, session,?) to schedule a meeting with the Session of the Submitting Church for conversation and clarification. This meeting could involved the whole Sub-Team or one rep. Clarification questions are communicated in advance of this meeting in writing to give time for them to be considered and addressed.
7. At this meeting conversation around needed clarification takes place, next steps are explained.
8. Either the project moves forward in the process, or steps 5-7 are repeated as/if needed.
9. The refined proposal is brought to the whole Peer Review Team for a vote to propose it to the larger Central Region Community at the next meeting.
10. Either the project returns to step 5, or moves towards a vote at the next Regional Meeting.
11. Communication is begun with Presbytery Staff (?) regarding financial needs such as payments, paperwork, etc.
12. The refined proposal is shared with the region either by posting it on the website, or email in advance of the meeting in the packet (or both).
13. It would be great to have a video presentation of the project (no more than 5 minutes) to present at the regional meeting to lay out the project and get folks excited. This could be followed by 10 minutes of discussion and a celebratory prayer.