



# 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](mailto: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

Name of Church/NWC: \_\_\_\_\_

Month of \_\_\_\_\_ 202\_\_

*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 _____	\$ _____
<b>Total Church Assets</b>	\$ _____

#### Monthly Church Income

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

**Total Monthly Church Income** \$ \_\_\_\_\_

#### Monthly Church Expenses

Mortgage/Rent	\$ _____
Utilities	\$ _____
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*I hereby authorize the Presbytery of San Francisco to verify all information provided*

Applicant's Signature \_\_\_\_\_ Title/Role \_\_\_\_\_



USE ONLY

FOPC Initials: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved ☐ Not Approved

COM Initials: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved ☐ Not Approved

Comments: \_\_\_\_\_ Amount Approved

\_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_

Please return to:

[covid19grants@sfpby.org](mailto:covid19grants@sfpby.org)