



PRESBYTERY of SAN FRANCISCO

COVID- Emergency Relief Funds

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

(Revised May 2022)

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, 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 Emergency Relief Grant Request Form", along with year-end financial report for 2020 and 2021, plus last three months of current financials by emailing to covidgrants@sfpby.org
2. All requests must be reviewed and approved by the COVID Grant Team. Additional documentation may be requested.
3. Document Needed – Year- End financial reports for **2020** and **2021**. Plus last three months of financials would you can send or fill out at the bottom of this page.

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 Emergency Relief Funds:
Presbytery of San Francisco, 545 Ashbury Avenue, El Cerrito, CA 94530



PRESBYTERY of
SAN FRANCISCO

COVID Emergency Relief Grant Request

CHURCH INFORMATION

Church Name		Contact Name	
Address			
City	State	Zip	
Phone	Email		

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

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

Briefly describe how the Church would use relief grant funds:

How has covid continued to affect your church?



COVID-19 Emergency Relief Grant Request

CHURCH FINANCIAL INFORMATION

Name of Church/NWC: _____

Month of _____ 202__

Submit your income & expense statement for each of these months, individually, or fill out this form; snapshot during COVID

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

Name of Church/NWC: _____

Month of _____ 202__

Submit your income & expense statement for each of these months, individually, or fill out this form; snapshot during COVID

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

Name of Church/NWC: _____

Month of _____ 202__

Submit your income & expense statement for each of these months, individually, or fill out this form; snapshot during COVID

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

\$ _____

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

Applicant Signature: _____ Title/ Role: _____

Date: _____

Please return to: covidgrants@sfpby.org