PRESBYTERIAN CHURCH (U.S.A.)
SUPPLEMENTAL FORM
APPLICATION FOR THE USE OF RESTRICTED FUND 2024

(AMOUNT REQUESTED MUST EQUAL OR EXCEED $10,000)

Presbyterian Church (U.S.A.)
Presbyterian Mission

All applicants should read the instructions carefully before completing the application. The downloadable application form and the instructions and guidelines are provided at presbyterianmission.org/financials. *Please type ONLY*, minimum 10-point font.

Complete the form below and send it as follows:
    Session - send proposal application(s) to the Presbytery by **July 15**
    Presbytery - send recommended proposal application(s) to the Synod by **August 15**
    Synod – submit final application(s) to the Restricted Funds Oversight Subcommittee by **September 15**

Submit completed applications to **RFOS-PCUSA@pcusa.org**. Final applicants will be notified of their status in November 2024.

Contact Sarah Dunne Pickrell for questions – sarah.pickrell@pcusa.org.

PIN   **Applicant**   **Primary Contact E-mail Address**

Fund Number   **Fund Restriction** (see General Assembly Mission 2024 Unassigned Funds list)

$ $

Grant amount requested (must equal or exceed $10,000)   **Total Program/Project Budget** (please complete budget worksheet)

In addition to filling out the basic application for the use of a restricted fund, the following proposal outline should be completed by all applicants requesting $10,000 or more. Please attach separate sheets with your responses and mark each section clearly.

Proposal Outline (The applicant should write the proposal in a concise, narrative format following the outline below.)

Description of the Project
    A. Provide an overview of the project, including goals and specific needs to be met.
    B. Who is the intended audience?
    C. What is the projected number of participants or people served?
    D. What is the planned period of the project, including starting and ending dates? (Grants must be used within two years from the date the grant is distributed.)
    E. What is the budget for the project?

Project Management
    A. Provide the name of the office or committee of the governing body responsible for managing the project.
    B. What is the name and title of the project leader?
    C. If a new structure is being formed to direct this project, please specify its membership (how they are chosen and names) and frequency of reporting to the governing body.

Evaluation
    A. An evaluation is required of recipients of all grants. If a grant is not expended within one year of being awarded, the RFOS may request a mid-term evaluation asking about progress toward stated goals, activities, and financial accounting.
    B. Attach a description of the plan used to evaluate the project for meeting goals and effectiveness.

Changes
    A. Requests to extend the time for spending the funds beyond the two-year limit must be made in writing, including reasons for requesting the extension, and must be approved in writing.
    B. Requests to modify the spending plan must be requested in writing, including reasons for the changes, and must be approved in writing.
    C. Any funds not spent for purposes specified in the grant must be returned.

Please include Applicant, PIN, and Fund Number at top of each Supplemental Application page.

Applicant	**PIN**	**Fund Number**