

Criteria for Birthday Offering Grants

The Birthday Offering has a long tradition with Presbyterian Women (PW)

To qualify, a program must

- have a clearly defined purpose that meets basic human needs. The purpose must be in accordance with mission goals and policies of the Presbyterian Church (USA);
- provide a form of aid that relates directly to the people being served;
- be a creative project less than three years old or an existing project moving in a new direction

A proposal must

- describe how the project will improve the lives of people to be served – now and in the future;
- indicate how the project will work with women, children, youth, young adults, persons of diverse races and/or ethnicities, and /or persons with disabilities, to enhance their quality of life;
- list all other sources of money being requested and/or already awarded for this project;
- describe how the program will continue after the grant (if received) is spent;
- explain how the project's progress will be reported and success measured;
- provide a written endorsement from a **presbytery** or **synod** of the Presbyterian Church (U.S.A.). If outside U.S.A., a written endorsement from an indigenous church that is in relationship with the PC(USA) must be provided. *Please allow at least six weeks to obtain an endorsement.* Written endorsements from a congregation, a PW in the Congregation Coordinating Team, a PW in the Presbytery Coordinating Team or a PW in the Synod Coordinating Team are encouraged, but not required;
- be signed by the writer of the proposal and another person responsible for this project (for example; a board chairperson).
- Notify Cindy Goodman at cindy.goodman@pcusa.org if other funding for the project has been received. Notification must be received before September 1.

Grants awarded

- must be one-time grants, although the projects do not have to be completed in a single year. The project must be underway within three years of receiving the funds;
- may not be used for payment of current debt, for creating or maintaining revolving loan funds, nor to fund a permanent endowment. Funds requested cannot be used as part of a general operating budget.

Grant recipients

- must return an interim report and all supporting documentation before the second payment will be made. The first payment will be made in October of the following year of the award, and will be based on the amount of funds available by October 15 of that year. Second payment will be made by May 1 if the interim report is received by February 1. The second payment will be forfeited if the interim report is not received.
- Must return one, two and five year follow-up reports to the PW associate for special offerings;
- must notify Presbyterian Women of any change in leadership or address by contacting the PW associate for special offerings, 502/569-5741 (fax), cindy.goodman@pcusa.org.
- **Priority will be given to applicants that have not been previously funded by the Creative Ministries Offering Committee**

Assembly instructions

Twelve (12) separate packets of material must be assembled. Each should include

- application form
- endorsement letter
- budgets (must be in U.S. currency)
- completed W-9 form (for domestic project)
- completed Statement of Confirmation of Identity by Third Party (for international project)
- proposal form checklist

Staple the top left corner of each packet and **mail to:**

Presbyterian Women

Attention: Cindy Goodman

PW associate for special offerings

100 Witherspoon St., Louisville, KY 40202-1396.

Do not use any type of folders or binders while assembling the packets and do not attach the cover letter to the application.

Filing Date **May 15**

Decision - September

Funding First payment - October of the following year of the award
 Second payment - May –the year following the Oct payment

For example, recipients chosen in September of 2007 will receive the first payment in October 2008 and the second payment in May 2009.

Applications which are clear, typed, completely filled out and with all relevant endorsement, documentation, budget (s), method of payment form, bank letterhead if requesting a wire transfer, and/or background information will be processed for grant consideration. Grant applications that do not have an endorsement with the application and do not indicate when the PW office will receive one, will not be considered.

National applicants - , the application will not be considered if the endorsement is not on the Synod or Presbyterian letterhead and signed by the appropriate person.

5. What expected changes, either long-term or short-term, would receipt of the funding allow?

6. Specifically, how will a grant from Presbyterian Women be used?

7. How will the program continue once the grant money (if received) is depleted?

List other sources of funding being sought for this project. *** Very Important*** If funds are received, written notification must be sent to cindy.goodman@pcusa.org by September 1.

<i>Funding Source</i>	<i>Amount Requested</i>	<i>Assured to Date</i>	<i>Date Decision Expected</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Describe your process for evaluation and accountability.

9. Identify date(s) of previous applications for Birthday or Thank Offering funding and the amount of award.

<i>Date</i>	<i>Amount of Award</i>	<i>Name of Project</i>	<i>Birthday or Thank Offering</i>
_____	_____	_____	_____

10. Attach a project budget (in U.S. currency) that shows specifically how the money will be spent.

Name of proposal writer

Address _____

Telephone () _____ *Fax* () _____

Email address _____

Signature (required) _____

Date _____

Relationship to project _____

Name of board chair or other responsible person

Address _____

Telephone () _____ *Fax* () _____

Email address _____

Signature (required) _____

Date _____

Relationship to project _____

Reminder! Application Deadline: May 15

*Often the Creative Ministries Offering Committee needs the expertise of the Presbyterian Church (U.S.A.) National Staff in specific areas. How would you best describe your project? Please check one box only that best describes the primary focus of your project (**you must check one box**). If you do not see a category that best describes your project, please check other and write beside it what you feel best describes it.*

- | | | |
|---|--|---|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Children | <input type="checkbox"/> Community Organizing |
| <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Disabilities | <input type="checkbox"/> Domestic Violence |
| <input type="checkbox"/> Education | <input type="checkbox"/> Evangelism | <input type="checkbox"/> Family |
| <input type="checkbox"/> Health | <input type="checkbox"/> Homelessness | <input type="checkbox"/> Housing |
| <input type="checkbox"/> Hunger | <input type="checkbox"/> International | <input type="checkbox"/> Leader Development |
| <input type="checkbox"/> Older Adult | <input type="checkbox"/> Racial Ethnic | <input type="checkbox"/> Women |
| <input type="checkbox"/> Youth | <input type="checkbox"/> Other _____ | |

INSTRUCTIONS TO BIRTHDAY OFFERING RECIPIENTS

For Office Use Only

Project # _____

Method of Payment

Please indicate the method of payment you prefer.

Check Payable to: _____
Mail to: _____
(Including country) _____

Note: If check is mailed to a bank account for deposit, provide **documentation from the bank** stating recipients bank account name and number and whether or not there are limitations on acceptance of US Dollars.

Wire Transfer Provide documentation from the bank **on bank letterhead** with the following information:

- Name of Bank
- Bank address (including country)
- Bank's ABA #
- Account Name
- Account Number
- Corresponding Bank and address (if applicable)
- Whether there are any limitations on acceptance of US Dollars.

For Projects in the United States

Request for Tax Payer Identification Number (substitute W-9)

Furnishing your correct taxpayer identification number (TIN) and making appropriate certification on this form will prevent payments from being subject to backup withholding and possible \$50 penalty imposed by the IRS. Complete the information related to your tax status.

Name _____

Address _____

City _____ State __ Zip Code _____

Check only one box.

Tax status: Not for Profit Entity Name _____
501(c)(3)

Employer Identification Number _____

Church/Corporation Name _____

Employer Identification Number _____

Under the penalties of perjury, I certify that the information provided on this form is true, correct, and complete.

Signature _____ **Date** _____

For International Projects

STATEMENT OF CONFIRMATION OF IDENTITY BY THIRD PARTY



This form is a statement, to be signed and notarized by a third party, attesting that the payee's name and address are correct and legitimate.

Return this completed form to the address listed below

PRESBYTERIAN CHURCH (USA)

Presbyterian Women

Attn: PW Associate for Special Offerings

100 Witherspoon Street, Room 3065A

Louisville, KY 40202-1396

Payee's Name _____

Payee's Address _____
(Including Country)

I certify that the information provided on this form is true, correct, and complete.

Name _____
(please print)

Signature _____

Title _____

Date _____

Proposal Form Checklist

Please initial each item

- _____ Twelve **separate** packages have been assembled with the application form (**signed by the proposal writer**), endorsement letter on the Presbytery or Synod letterhead and signed by a representative of the Presbyterian Church (U.S.A.) Synod or Presbytery, if overseas, an indigenous related church, project budget (**in U.S. currency**) and an overall operational budget (**in U.S. currency, if applicable**), a completed W-9 form (**for domestic projects**) or a completed Statement of Confirmation of Identity by Third Party (**for international projects**)
- _____ No supporting documentation has been added to the application
- _____ A category has been checked
- _____ The mission statement and purpose statement has been given
- _____ The endorsement from a Presbytery or Synod of the PC(USA) has been included in each package and is on the appropriate letterhead
- _____ A project budget (in U.S. currency) and an overall operational budget (if applicable) has been included in each package
- _____ A completed W-9 form or a completed Statement of Confirmation of Identity by a Third Party has been included in each package. (**INFORMATION ON BANK LETTERHEAD IS REQUIRED FOR A WIRE TRANSFER**) See instructions for a wire transfer
- _____ The proposal writer and a board chair or other responsible person has signed the proposal
- _____ All correspondence from the PW office will be sent to the **proposal writer only**. If there is a change in leadership or address, the PW office will be notified immediately by sending an email to: cindy.goodman@pcusa.org or by fax at 502-569-5741
- _____ A web site for the organization has been given and an **email for the proposal writer** has been given