

WINNEBAGO PRESBYTERY
LOCAL MISSION GRANTS FUNDING CYCLE

SESSION CALENDAR

ALLOCATION YEAR 2009

APPLICATION DEADLINE May 31, 2008

Please duplicate and distribute to mission projects your session would like to endorse for possible mission funding through Winnebago Presbytery. Forms also available on the website: www.winnebagopresbytery.org.

March

Presbytery makes the Local Mission packet available to Sessions. The packet includes: Funding Cycle Session Calendar, Session Endorsement Form and Application Form.

SESSION establishes contact with the project/agency.

April - May

SESSION, working with the project/agency, completes the application process

APPLICATION DEADLINE IS MAY 31 (Faxed and emailed applications will be accepted)

June - August

The Mission Grants Task Group reviews and validates the applications. Sessions may be asked to provide further information to the committee.

September

The Mission Grants Task Group makes its funding recommendations to Presbytery in conjunction with the following year's budget recommendations.

November-December

Presbytery sends letters to Sessions re: allocations or denial of applications for current funding cycle (next budget year) with a copy to the project.

Payments to projects will be made quarterly beginning in March.

**LOCAL MISSION GRANT AND EMERGING NEEDS GRANT REQUEST
WINNEBAGO PRESBYTERY**

GENERAL INFORMATION FOR APPLICANTS:

To assist Winnebago Presbytery in determining grant allocations, all information requested on this application form is needed.

Any unit (local church Session, combination of churches, administrative or program units of the Presbytery) can apply on behalf of a particular mission, ministry or project. The completed application is to be endorsed by the Session or Presbytery Council. Review of the completed applications shall be the responsibility of the Mission Grants Task Group of the Winnebago Presbytery. The Finance Committee of Winnebago Presbytery will be consulted as to the availability of funds. The Mission Grants Task Group will recommend to Presbytery the allocation of funds.

PLEASE PREPARE TWO COPIES OF THIS APPLICATION FOR EACH REQUEST. Mail both copies to:

Winnebago Presbytery
Mission Grants Task Group
5765 W. Grande Market Dr. Ste B
Appleton WI 54913-8471

THE DEADLINE FOR APPLYING FOR FUNDS FOR THE YEAR 2009 is May 31, 2008.

Additional copies of this application form are available on our website:

www.winnebagopresbytery.org – click on Forms and Policies in the menu bar.

Acrobat Reader is required to download the forms.

**LOCAL MISSION OR EMERGING NEEDS GRANT APPLICATION
WINNEBAGO PRESBYTERY**

NAME OF PROGRAM OR PROJECT: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

ADDRESS & TELEPHONE (if different from above): _____

AMOUNT OF MONEY REQUESTED FROM WINNEBAGO PRESBYTERY: _____

TYPE OF REQUEST (Check only one):

Start Up One Time Request Annual Operating Budget

Winnebago Presbytery has adopted a child protection policy. All projects working directly with children or youth seeking special ministry funds are required to submit a copy of their child protection policy ensuring that background checks are conducted.

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. State the purpose of this project and list its goals.
2. Give a **brief** history of the project.
3. How many staff are there (both paid and volunteer) and what are their qualifications?
4. Describe your planning, review, and evaluation process. Are persons served by the project involved?
5. Are there any projects similar to this one in your community/area? If so, what are you doing to avoid duplication?
6. If this is an ongoing project, what goals have you set for the last two years and which ones have you achieved?
7. What will the grant funds be used for? If you receive less than you requested, how will that affect your program or project?
8. Attach a copy of your current budget.
9. Are you willing to be available for mission interpretation to the larger presbytery?

**SESSION ENDORSEMENT
LOCAL MISSION OR EMERGING NEEDS GRANT REQUESTS
WINNEBAGO PRESBYTERY**

PROJECT: _____

ADDRESS: _____

CONTACT PERSON: _____

NATURE OF PROJECT (Summary Paragraph):

AMOUNT REQUESTED FROM WINNEBAGO PRESBYTERY: _____

AMOUNT RECEIVED FROM LOCAL CONGREGATION: _____

NUMBER OF VOLUNTEERS FROM LOCAL CONGREGATION: _____

Give a brief description of your congregation's involvement with this project including how the church became involved in the project and descriptions of all kinds of financial support (donated space, grants, subsidies, donations etc...). *Please use additional paper as necessary.*

We, the Session (Council) of _____ Presbyterian Church,
endorse the request of _____ for funding from Winnebago
Presbytery in _____ (year).

Moderator

Clerk of Session

Date

Date

POLICIES AND GUIDELINES FOR VALIDATING LOCAL MISSION PROJECTS REQUESTING FINANCIAL SUPPORT OF THE PRESBYTERY

There are several categories in which financial support can be considered. Applicants will be encouraged to seek other sources of funding which will provide stable long-term support.

1. **Start Up or Seed Money** requests are **new programs**. Funding would be for a limited duration, normally not more than three (3) years with funding decreasing in amount each year. Fifty percent of the budgeted monies would be for this category.
2. **One Time Requests** are those acknowledged by everyone as **one-time only**. Twenty-five percent of the budgeted monies would be for this category.
3. **Annual Operating Budget Support** would be requested by on-going programs for their general budget, not for start-up or special project funding. These programs would need to be re-validated each year for inclusion in any kind of Presbytery mission budget. Twenty-five percent of monies budgeted would be for this category.

Within each of these categories there are a number of criteria, which could be used by the Mission Grants Task Group to establish a validation. These criteria can also be used by sessions considering a project endorsement.

A. RELATIONSHIP TO PRESBYTERY

1. Is the program operative within Winnebago Presbytery?
2. Is it larger or more inclusive than can be appropriately funded by one congregation?
3. Is the purpose of the requesting body compatible with Presbytery's Statement of Mission? (It is understood that the Presbytery Statement of Mission is also developed in light of the synod/General Assembly statements of mission.)
4. Is it endorsed by a committee, task group, congregation or council of the Presbytery?

B. PURPOSE AND STRUCTURE

1. What is the need being addressed by this program?
2. How many people will it serve?
3. Do the people to be served participate in the planning, organization, and operation of the program?
4. Is the project specific, feasible, and measurable?
5. Is the program based on tested programmatic experience? (where applicable)
6. Are the organization, resources, and staffing adequate to implement the project?
7. Does it have a board of directors through who it is accountable to funding sources?
8. Does the organization have a process for evaluating itself?

C. FINANCIAL

1. How is it funded? Would some other agency be a more logical source of funds?
2. Does it qualify for support from any special funds already established for that purpose by Synod or General Assembly?
3. Does it have ecumenical support?
4. Can it demonstrate on-going need that justifies on-going Presbytery support?
5. Can it provide budget information, which demonstrates adequate potential funding and adequate accountability for expenditures?