



PRESBYTERY OF BALTIMORE
5400 LOCH RAVEN BOULEVARD
BALTIMORE, MD. 21239
410-433-2012
www.baltimorepresbytery.org

Thank you for your interest in applying for a grant from the Mission Committee of the Presbytery of Baltimore. The Presbytery is interested in establishing and maintaining partnerships with churches and ecumenical agencies that address human needs within the bounds of the Presbytery of Baltimore. This partnership represents a connection with over **20,000** Presbyterians in **74** congregations.

We are requesting 2009 grant proposals to fund projects and programs that are consistent with our goals:

In response to God's redemptive action in environment and humanity, the Mission Committee of the Presbytery Of Baltimore seeks to incarnate God's justice, mercy and love as an agent of support and transformation for it's member congregations as they engage in local mission, endeavoring to enhance the quality of life for all of God's creation.

Specifically, the Mission Committee of the Presbytery of Baltimore will fund outreach projects/ministries in the following priority:

1. Congregation-based outreach programs/ministries (of member churches of the Presbytery of Baltimore);
2. Multiple partnerships. We strongly encourage collaboration between our congregations. We place high priority on multiple session endorsements.
3. Programs or projects that are operated by an ecumenical or inter-faith agency/ministry that has significant involvement by Presbyterians.

(Generally, capital improvements for church buildings are not funded through Mission.)

Please note the following timeline for approving all grant applications:

- Grant Deadline – 3:00PM, Monday April 14, 2008
- Mission Partnership Team Grant Processing and Review – May 1, 2008
- Presbytery of Baltimore Budget Deadline – June 1, 2008
- Presbytery of Baltimore Budget Approval – November 2008
- Grant Approval Notification – December 1, 2008 (if Presbytery Budget is approved in November 2008)

The maximum amount to be awarded per year will be **\$7,500**. Grants will be made for one year only, but may be applied for annually. To be considered for funding, at least one letter of endorsement by the Session (governing body) of a congregation of our Presbytery must be obtained.

Five copies of your completed proposal (including all attachments and endorsements) must be received in the **Presbytery Office** by **3:00pm on Monday, April 14, 2008** (make a copy of completed application for your file):

Send or Deliver to: Mission Partnership Team
Presbytery of Baltimore
5400 Loch Raven Blvd.
Baltimore, MD 21239

Contact Information

Questions about the application or completion assistance, please contact:

Deb Milcarek, Associate for Mission & Justice
410-433-2012
dmilcarek@baltimorepresbytery.org

IMPORTANT:

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

PLEASE DO NOT SEND ENDORSEMENT LETTERS OR ANY ATTACHMENTS SEPARATELY -- ALL DOCUMENTATION MUST BE INCLUDED WITH APPLICATION.

To view a sample grant request, please visit our website:
www.baltimorepresbytery.org.



Presbytery of Baltimore
Mission Partnership Grant

**Grant Request
For 2009 Mission Support**

Grants Committee Use Only

Amt. Approved: _____

Tentative Ltr. _____

Final Ltr. _____

Date of Application: _____

Amount of Request: \$ _____

Church/Organization Information

Name of Organization

Address

City

State

Zip

Phone

Fax

Email

Name of Contact

Title

1. _____
Name of Congregation(s) providing Session Endorsement

2. _____
Name of Congregation(s) providing Session Endorsement

3. _____
Name of Congregation(s) providing Session Endorsement

4. _____
Name of Congregation(s) providing Session Endorsement

Project Description

Name of project/program to be funded: _____ Geographic Area Served _____

Project Budget: \$ _____

Total Organization Budget: \$ _____

Is this a new project or an ongoing program? New Ongoing How long? _____

Has this project received other funds from the Presbytery of Baltimore? Yes No
If yes, please describe the year, amount, and source of those funds:

Payee Information (for use by the POB Finance Office if an allocation is awarded)

Check Payable To: _____ Address _____
(Church/Organization Name)

City: _____ State: _____ Zip _____ Tax I.D. # _____
(if applicable)

Grant Application Checklist

Please submit **FIVE copies** of the completed application including these items (MAKE A COPY FOR YOUR FILE)

- Completed Application Form (this page – please use original form)
- Completed responses to the Narrative Section (maximum three (3) pages)
- Mission Statement (if your organization has one)
- Copy of Current Audit or Financial Statement
- Copy of 2007 Church/Organization Budget (showing sources of income and expenses)
- 2008 Project Budget (showing sources of anticipated income and expenses)
- Copy of 501(c)3 determination letter (if applicable) Note: Presbytery holds if church-based.
- LETTER OF ENDORSEMENT BY SESSION OF PC (USA) CONGREGATION (SEE ENCLOSED SAMPLE)**

Signature

Title

Date

NARRATIVE SECTION Please write clear answers to each item below and **follow the format provided.**

Church/Organization Description (Total 1-2 pages)

1. Briefly describe the mission and purposes of your organization. Please include a copy of your mission statement, if you have one.
2. How is your organization structured (e.g. board, number of full-time and part-time staff, volunteers, etc.)?
3. What are your primary sources of funding? Please include copies of a projected 2009 budget (anticipated income/expenses) and your most recent audit or financial statement/report.
4. If your organization is not a PC (USA) church, describe the ways in which Presbyterian congregations and/or individuals are involved in your organization (e.g. involved in the leadership, planning, implementation, endorsement or support of the project). Please indicate only "hands-on" opportunities that may be available for congregations.

PROJECT DESCRIPTION (Total 2-3 pages)

1. Briefly describe the project for which you seek funding.
2. Who is/will be served by this project (human need to be met, target population, geographic area served, etc.)?
3. Specifically how will these grant funds be used (salaries, supplies, program expenses, etc.)?
4. How do/will you evaluate the effectiveness of your services?
5. Can you provide a speaker/representative to visit with your potential partner congregations?

Name _____ Phone _____

Email _____

Additional information/attachments

Please provide the following documents with your application:

1. Mission Statement (if your organization has one)
2. Copy of Current Audit or Financial Statement
3. Copy of 2008 Church/Organization Budget (showing sources of income and expenses)
4. 2009 Project Budget (showing sources of anticipated income and expenses)
5. Copy of 501(c)3 determination letter (if applicable)
6. Letter of Endorsement by Session of PC(USA) congregation (see enclosed sample)

Five copies of your completed proposal (including all attachments and endorsements) must be received in the **Presbytery Office by 3:00 PM on Monday, April 14, 2008.** Late or incomplete applications cannot be accepted.

Send or Deliver Applications To:
Mission Partnership Grant Team
Presbytery of Baltimore
5400 Loch Raven Blvd.
Baltimore, MD 21239

410-433-2012

SAMPLE SESSION ENDORSEMENT LETTER

[Date]

Mission Committee
c/o Deb Milcarek
Associate for Mission & Justice
Presbytery of Baltimore
5400 Loch Raven Blvd.
Baltimore, MD 21239

Re: **[NAME OF APPLICANT]** – 2009 Mission Partnership Grant Request

Dear Mission Committee:

On **[date]**, the Session of _____ Presbyterian Church voted to endorse **[name of grant applicant]**'s application to the Mission Partnership Committee for a grant in 2009. We understand that it is seeking funding for the purpose of **[describe project]**. For _____ years, _____ Church has served as a partner in ministry with **[name of applicant]** by **[describe how your church is involved in providing volunteers, board leadership, services and/or funding to the applicant; if the applicant is a new organization or project, describe how and why you became involved with its work]**. We support the mission/work of **[name of applicant]** and are pleased to endorse its grant application.

Sincerely,

[Signature of Clerk of Session, Mission Chair or Pastor]

[Name of Clerk of Session]

Clerk of Session

_____ Presbyterian Church