



3. WRITTEN PRESBYTERY ENDORSEMENT:

**The grant application shall be submitted with a letter on Presbytery letterhead, which verifies that the application has been approved by the body of presbytery (or by its council), including date of action. In case of cooperative projects each presbytery must give endorsement.**

4. STATEMENT OF PURPOSE:

a. State the amount of grant you are requesting from the PPG \$ \_\_\_\_\_.

b. Identify needs to be met with proposal funding:

c. State exactly how grant funds are to be used, if granted:

5. PROJECT/PROGRAM DESCRIPTION:

a: Describe your project/proposal in 100 words or less.

b. Indicate if this is:

1) a new proposal\_\_\_\_\_

2) a new thrust of an existing program\_\_\_\_\_

3) continuation of an existing program \_\_\_\_\_ year \_\_\_ of a \_\_\_\_\_ year planned program.

6. PROPOSAL BENEFITS:

a. Explain briefly the benefits of your proposal to the area to be served:

7. PROGRAM/PROJECT BUDGET:

Include a complete program/project budget (actual or projected) which includes written confirmation of any other funding source(s) being explored, indicating the amount(s) requested, committed and/or received from each source and the identity of the source:

8. CONSULTANTS

If the fund request includes support for consultant(s) please include consultant resume or background statement.

9. How might this program or project be shared or applied to other Presbytery settings? (other members of this PPG or other Synod Presbyteries)?

10. PROGRAM/PROJECT EVALUATION:

Describe briefly the process that will be employed to evaluate the use of the funds being requested and to assure the proper accountability:

a. Who evaluates your project?

b. To what persons and/or organizations is the project accountable?

9. APPLICANT'S ORGANIZATION:

a. If applicant is not a presbytery, give a brief description of your organization, including any recent achievements:

b. What is the relationship of your organization to the presbytery, broader community and other agencies doing similar or related work?

10. PROGRESS REPORTS/FOLLOW-UP

**The PPG requires progress reports and publicity photos during the course of the project.** Follow-up material, such as newspaper coverage, brochures, opening, etc., would be welcomed. The PPG will use these as its part of the Mission Fair at the October Assemblies

*email the completed form to:*  
*Nancy Lomberk*  
*NLomberk@Synodne.org (E-mail*  
*Nancy Lomberk*  
*Synod of the Northeast*  
*5811 Heritage Landing Drive*  
*East Syracuse, NY13057-9360*  
*315-446-3708/1-800-585-5881 (Office)*  
*315-446-3708 (Fax)*

*Fax letters of Presbytery Support to*  
*315-446-3708 (Fax)*

Revised: June 2007

Application Received _____
Application Sent to PPG Members _____
Application Approved by PPG _____
Synod Block Grant Form completed and transmitted _____
Funds disbursed _____
Project Summary receipt _____