

CORAL GABLES GRANT FUND - GUIDELINES FOR APPROVING GRANTS

Guiding Principles for Evaluation

The Presbytery of Tropical Florida is committed to aiding its committees and member churches in accomplishing the ministry to which it is called. The principles that guide the grant application evaluation process are based upon “The Great Ends of the Church” as stated in the Book Of Order

“The great ends of the church are

the proclamation of the gospel for the salvation of humankind;

the shelter, nurture and spiritual fellowship of the children of God;

the maintenance of divine worship;

the preservation of the truth;

the promotion of social righteousness;

and the exhibition of the Kingdom of Heaven to the world.”

Projects most clearly reflecting the following are encouraged:

The establishment of justice

The restoration of those in physical, mental or emotional stress.

The compassionate care of the sick and dying.

The nurture of people of any age in a way that is consistent with Christian values.

The realization of God’s love in life changing ways in the name of Christ.

The promotion of reconciliation among peoples.

No one of these is necessary to issue a grant. However, those groups, who in the estimation of the Presbytery, more nearly fulfill the great ends of the church in the context of our community, will naturally be given weightier consideration.

IMPORTANT: ALL REQUESTS FOR GRANTS SUBMITTED BY CHURCHES MUST MAKE AND PAY A PLEDGE OF AT LEAST 10% OF THE GRANT RECEIVED TO THE MISSION BUDGET OF THE PRESBYTERY. ALL PER CAPITA FOR THE CHURCH MUST BE PAID.

ALL GRANTS MUST BE ACCESSED IN FULL WITHIN THE YEAR THE GRANT IS GIVEN.

Criteria

Within financial limits and the demonstration of feasibility of the projects, Grants will be issued to applicants demonstrating a need to “expand a current mission”, “redevelop a mission or ministry” or “begin a new mission and/or social action project”. (see attached sheet of grant criteria)

Eligibility

The Presbytery will consider projects and activities outside the regular operations budgets of member churches of Presbytery in good standing, as well as those projects and activities endorsed by and for the purposes of the grant, are under the oversight of a member Session of the Presbytery of Tropical Florida.

Fifty percent of the money available shall be designated to projects and activities in the Greater Miami Dade/Monroe area the remainder being made available elsewhere. Priority is given to church applications. Any remaining funds may be considered for non-church applications.

Size of Grants

The Presbytery will issue cash grants in quarterly increments over one year based on performance of stated goals. **No grant will be made in excess of \$50,000.**

The Presbytery, through the Financial Resources Committee, will determine the dollar amount of any grant issued.

[The total amount issued in any fiscal year shall be no more than the available investment income of the previous fiscal year. (Cf. Coral Gables Fund Task Force revised recommendations section 9.)]

SUBMISSION DATE: Grant forms will be mailed to all churches at the beginning of May and all grant requests must be received in the Presbytery Office by August 2nd.

Process for Application

All proposals must be submitted in person or mailed to:

The Presbytery of Tropical Florida
Attn: Grant Application
440 East Sample Road, Suite 208
Pompano Beach, FL 33064

and accompanied by a cover letter over the signature of the Clerk of the Session overseeing the project or activity and including a pledge to the Mission Budget of the Presbytery.

The Financial Office shall acknowledge receipt of the application to the signatory of the cover letter and forward the application to the committee determined to be appropriate.

After the appropriate committee approves the purpose of the grant they will forward it to the Financial Resources Committee for funding. Hopefully, funding and grants will be approved at the November Presbytery Meeting.

Applicants disapproved shall be notified in writing by the chair of the appropriate committee with the reasons for the disapproval without delay.

Process for Disbursement

Hopefully, grants shall be approved at the November meeting of Presbytery. Grants shall ordinarily be disbursed following receipt of a quarterly report, or by request for funds for specific items in the grant, by the Finance Office with all appropriate bills and receipts attached.

Process for Annual Renewal

Additional grants for the same project may be issued from year to year for no more than three (3) years.

Substantial changes (e.g. total dollar amount, specific goals, review dates, other sources of income etc.) shall be noted by bold type following a strike-through rendering of the previous year's language. A summary of these changes must be attached to the application.

An accounting of the previous year's grant with a demonstration of the substantial completion of the previous year's goals shall accompany the application.

Any additional years beyond three (3) may be considered only if funds are available and an acceptable plan must be provided for this additional year.

APPLICATIONS (PAGE 5-10)

All proposals must be submitted in typewritten form, including the following information and organized as follows:

FILL OUT APPLICATION "A" if not a Church of the Presbytery

Section Ia. Basic Information of the Sponsored Organization (*Not a member Church of Presbytery*)

- Organization Name
- Contact name, address, telephone number, fax number and e-mail address for the organization
- Directory of Executive Director and Board of Directors with contact information
- Copy of 501 (c) 3 letter,
- Copy of Charitable Solicitation License,
- A brief history of the organization (a pamphlet is acceptable).

A letter of endorsement from the Session of a member church of this Presbytery describing the relationship of this organization and the member church and that church's willingness to exercise oversight over the grant issued.

FILL OUT APPLICATION "B" if a Church of the Presbytery

Section Ib. Basic Information of the Member Church

Church Name

Contact name, address, telephone, fax number and e-mail address for the project if other than Clerk of Session,

Directory of oversight committee

Directory of Session including Pastor(s),

Section II. Project Description including the following: (5 pages or less)

- A. The compelling need that justifies the effort and cost.
- B. The target group that will be affected by the project.
- C. The project location.
- D. The anticipated benefit of the project
- E. The specific time frame including:
 1. History to date if applicable.
 2. Sequential summary of the strategic steps planned to accomplish the project.
 3. Quarterly goals for the grant year.
 4. Dates for Quarterly reports to the appropriate committee. (Cf. Grant Fund Revised Recommendations Section 10.d)

Section III Project Budget including the following:

- A. Anticipated budget for entire project including other sources of revenue and administrative plan for expenses other than those salaries necessary for the success of the grant. (Cf. Revised Recommendations Section 10.f.2.)
- B. Total amount of grant request.
- C. Financial accounting of previous grants to this project received from the Presbytery.
- D. Anticipated quarterly needs consistent with II.E.3. above.

ALL GRANTS MUST BE ACCESSED DURING THE YEAR THEY ARE AWARDED. IF THEY ARE NOT ACCESSED THE GRANT FUNDS REVERT TO THE CORAL GABLES FUND.

Coral Gables Grant Fund Standard Application Form A

All proposals must be submitted in typewritten form, include the following information and organized as follows:

Basic Information of the Organization (If not a member Session of Presbytery)

(Organization Name)

(Address) () (Telephone number)

(City), (State) (ZIP) () (Fax number)

(e-mail address)

(Contact name)

Directory of Executive Director and Board of Directors with contact information (Append if Necessary)

Please Append:

- Copy of 501 (c) 3 letter,
- Copy of Charitable Solicitation License,
- A brief history of the organization (a pamphlet is acceptable).
- A letter of endorsement from the Session of a member church of this Presbytery describing the relationship of this organization and the member church and that church's willingness to exercise oversight over the grant issued.

CORAL GABLES GRANT FUND STANDARD APPLICATION FORM B

Basic Information of the Member Church

(Church Name)

(Address)

(Telephone number)

_____, _____

(City)

(State)

(ZIP)

(Fax number)

(e-mail address)

(Contact name for the project if other than Clerk of Session)

Directory of oversight committee (Append if necessary)

Directory of Session including Pastor(s) (Append if necessary)

ALL GROUPS MUST FILL OUT PAGES 8, 9, AND 10

Project Description (A narrative including the following section heads may be appended)

The compelling need that justifies the effort and cost.

The target group that will be affected by the project.

The project location.

- A. Anticipated budget for entire project including other sources of revenue and administrative plan for expenses other than those salaries necessary for the success of the grant.
- B. Total amount of grant request.
- C. Financial accounting of previous grants to this project received from the Presbytery. (If applicable)
- D. Anticipated quarterly needs consistent with II.E.3. above.

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and accompanied by a cover letter over the signature of the clerk of the session overseeing the project or activity and including a pledge to the Mission Budget of the Presbytery.