



Emerging Mission Needs Fund

Of Beaver-Butler Presbytery

Guidelines and Grant Application

The Emerging Mission Needs Fund of Beaver-Butler Presbytery of the Presbyterian Church (USA) has been established by the Presbytery for the purpose of assisting its congregations to develop and initiate projects in response to the changing needs of their communities.

The following guidelines have been established by the Presbytery for the use of Emerging Mission Funds:

1. These funds shall be administered as grants (not loans) for Emerging Mission projects.
2. Grants shall not exceed \$10,000 for any one project.
3. Grants shall not exceed fifty percent of the total funding for any project. The intent is for the presbytery to function as a partner in mission with our congregations, rather than as a foundation.
4. Grants shall be considered for the following purpose:
To assist a congregation or congregations of Beaver-Butler Presbytery with start-up expenses in response to an emerging mission need.
5. Grants shall be reserved for situations in which there are no other Presbytery funds available for the project.
6. Grant requests shall demonstrate the employment of a viable planning or discernment process and include adequate project definition, objectives, evaluation, funding and personnel.
7. Grant recipients shall be accountable to the presbytery for the use of these funds, and if projects do not materialize as expected, shall return all unused grant funds to the presbytery.
8. Applications for grants will be reviewed and approved by the Presbytery's Congregational Mission Unit.



Congregational Mission Unit
Of
Beaver-Butler Presbytery
P.O. Box 279 • Zelienople, PA 16063
724-452-7515 • Fax 724-452-7522, office@beaverbutler.org

Emerging Mission Needs
Grant Application Form



A. GENERAL INFORMATION *(Please type or print clearly)*

Name of Church or Churches: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Name of Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Amount Requested: _____



B. NARRATIVE INFORMATION (see instructions on reverse side of this sheet)

(limit your narrative to 3 pages and attach to this application form)



C. ENDORSEMENT

Application reviewed by the session(s) of: _____
(Church Name(s))

Date approved by the session(s): _____
(Date)

Clerk of session: _____
(Print Name)

Signature of Clerk: _____ Date: _____

Instructions for Emerging Mission Funds Grant Application



General Information

We are eager to learn about your project opportunity and goals. This written application is the primary means by which we can get to know you and the project you are asking us to help support. Please clearly communicate in the application who you are, what you are doing and why you are doing it. Do not submit generic proposals or an incomplete application as they will not be considered. Feel free to contact us if you have specific questions regarding the application or the Emerging Mission Needs process.



Guidelines for the Narrative Responses

1. Background information on the emerging need.

Tell us who you are, a little bit of the history of the congregation(s) sponsoring the grant application. Describe the area in the congregation, community, or group where the mission need has emerged. Help us understand some of the issues and opportunities you see in your place. Include any statistical or demographic data that may be helpful in understanding your context.

2. Project summary/purpose and use of the grant.

Tell us what you want to do and how you hope to do it. It is important that you include the following details: people targeted, project goals, duration of project, specific means of achieving goals, evaluation process and plan for sustainability.

3. The total project budget and other sources of funding.

Please submit a copy of your proposed project budget and tell us about how you intend to support the project beyond any grants from the Emerging Mission Needs Fund.

4. A project timeline.

Tell us about the time frame for this project from implementation stage through either completion or to the period of sustainability when Emerging Mission Funds will no longer be necessary. Please show specific objectives to be reached during each time period.

5. Expected outcome and method of evaluation and assessment.

Tell us what you expect as an outcome of this project and how you will evaluate and assess its successes and accomplishments.



Application Instructions

- Do not staple, bind or laminate any portion of your application as we make several photocopies for review purposes.
- Keep a copy of the original application for your records.
- Be sure to include the endorsement from the session(s).
- Mail the application to the Presbytery Office: **Attention: Congregational Mission Unit.**
- Please allow up to four months for a final decision on your project, after receipt of completed application.