

For PC(USA) Staff: The following is the suggested format of the Application for an Initial Assistance Grant to be submitted to the Associate for National Response and the Associate of Program Administration within PDA.

On Presbytery/Congregation letterhead

Current Date

Jim Kirk
Associate for National Disaster Response
100 Witherspoon St
Louisville, KY 40202
540-539-3233

Dear Jim,

[Presbytery] requests evaluation of a (up to **\$7,500**) grant from Presbyterian Church (U.S.A.), A Corporation (hereinafter “PC(USA)”) for support of our **[description or project or need]**. *[Provide a brief summary of the effects on the Presbytery, a description of damage to communities and an assessment of damage to churches. Please list the type of event and the date of the event in your summary.]*

We are seeking support from PC(USA) to enable us to assist the **[community/people in need]**. *[Provide a description of target population and geographical area, the immediate special needs of the community, and explain the Presbytery’s response to date and the planned immediate next steps.]*

Our project will (be implemented, take place, etc.) on **[project date/period]**. The main objective(s) of our project is (are) to **[state aims and goals of project]**. *[Insert specifics of the project. State the problems to be addressed by the project, provide a description of the work to be performed, and describe the expected results of the project.] [Provide a brief budget justification relating to the objective(s) of the project.]*

[Please provide directions on how funds are to be sent. For efficiency and quickness wiring funds directly into presbytery accounts is preferred, please give the name and city where the presbytery does it’s banking, nine-digit routing number and account number. Alternate option is a check, please provide the address where the payment should be sent.]

I understand that a request for funds implies that PDA may send a national response volunteer team, at our expense, to assess the needs of the community. “How PDA Funds are Used” and reporting guidelines documents are attached and located on the PDA website.

Sincerely,

Signature

Contact information

Name, title

Address, phone number and e-mail address

[The specific request cannot exceed \$7,500. The letter must be signed by or sent by someone with authority to act on behalf of the Presbytery or the Stated Clerk]

Cc: Beth M Snyder, 502-569-5806

After signing this letter please scan and emailed it to PDA.Help@pcusa.org and beth.snyder@pcusa.org or fax it to 502-333-7326.

Updated 6/5/2019