

Domestic Grants and Reporting Guidelines

This document provides a summary of PDA grants including eligibility criteria and reporting guidelines. All questions, requests for grant applications, and grant reports should go to Beth Snyder, (502) 569-5806, beth.snyder@pcusa.org. I understand that a request for funds implies that PDA may send a national response volunteer team, at PDA's expense, to assess the needs.

Initial Grant

- A one-time grant (per disaster) that is distributed by a single disbursement for an amount of \$7,500 or less and no formal grant agreement is utilized to track expenditures.
 - An Initial Grant is made to a presbytery with a historic mission relationship that has been affected by a disaster but may have a limited ability to respond on a broad community level. The Initial Grant will enable a response to needs within their own constituency.
 - A presbytery is eligible to apply for only one Initial Grant per disaster.
 - The potential grant recipient requests an Initial Grant by submitting a grant application/letter of intent. The application/letter includes a brief description of the disaster and the presbytery's response to date, the immediate special needs, and the specific request amount. It is submitted on presbytery letterhead with an original signature of the presbytery's leadership; presbyter or stated clerk
 - The final narrative and financial report are required one (1) year after the disbursement is made. As soon as the funds are expended narrative and financial reports should be submitted by email, fax or mail. No other funds will be distributed to the Presbytery until the final narrative and financial report is received.
 - Funds may be used only for the purpose for which they have been requested. Should funds remain at the conclusion of the recovery effort, they are to be returned. If additional funds are needed for recovery, please contact the PDA Associate for Disaster Response in the US.

Church Damage Assistance Grant

- The Church Damage Assistance Grant is limited to \$5,000 per disaster per church with an annual \$25,000 maximum per presbytery for the purpose of ensuring the continued ministry of the church.
 - The potential grant recipient requests a grant by submitting a grant application/letter of intent. The application/letter includes a brief description of the disaster and the presbytery's response to date, the immediate special needs, and the specific request amount. It is submitted on presbytery letterhead with an original signature of the presbytery's leadership; presbyter or stated clerk
 - The final narrative and financial report are required one (1) year after the disbursement is made. As soon as the funds are expended narrative and financial reports should be submitted by email, fax or mail. No other funds will be distributed to the Presbytery until the final narrative and financial report is received.
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National Recovery Grant

- **Seed Grant**
 - The National Recovery Seed Grant is a one-time grant, limited to \$5,000, for the start-up costs of setting up a long-term recovery group or volunteer host site.
 - A National Recovery Grant Application and project proposal are to be submitted to the Associate for Disaster Response in the US to initiate the approval process. A letter should accompany the application/proposal giving a brief description of the disaster and the presbytery's response to date. The letter is to be submitted on presbytery letterhead with an original signature of the presbytery's leadership; presbyter or stated clerk
 - The final narrative and financial report are required one (1) year after the disbursement is made. As soon as the funds are expended narrative and financial reports should be submitted by email, fax or mail. No other funds

will be distributed to the Presbytery until the final narrative and financial report is received.

- Funds may be used only for the purpose for which they have been requested. Should funds remain at the conclusion of the recovery effort, they are to be returned.

- **Special Project Grant**

- The purpose of long-term recovery is to assist survivors in using available resources to rebuild in conjunction with volunteers and the staff of long-term recovery groups. The National Recovery Special Project Grant is awarded through the mid council to an established long-term recovery group for the purpose of funding their project. These grants can also be used for other recovery, preparation and mitigation needs, including, but not limited to, supporting volunteer hosting.
- Review and approval of the Special Project Grant takes longer and requires approval from CPJ Associate Director. The PCUSA legal department approves grants over \$25,000 and a PCUSA corporate officer approves grants over \$10,000.
- A presbytery may reapply by submitting a new proposal and grant agreement on behalf of the organization each year while recovery work continues.
- A National Recovery Grant Application and Project Proposal are to be submitted to the Associate for Disaster Response US to initiate the approval process.
- A Grant Agreement is then drafted and finalized to be signed by both parties before a disbursement can be made.
- Quarterly and Final Narrative and Financial Reports are required to receive subsequent installments. An Audit Report is also required if the grant amount is \$50,000 or more.

Pastoral Resilience Support

- The Pastoral Resilience Support Grant can be no more than \$10,000 and is used to cover the cost of respite for a disaster-impacted pastor at a retreat center such as the Davidson Center for Clergy and Professions.
 - There is no initial application process; funds are requested at the nomination of the Presbytery Executive/Stated Clerk.

- A nomination email/letter by the Presbytery Executive/Stated Clerk is to be submitted to the Associate for Disaster Response USA to initiate that approval process.
- The Pastoral Resilience Support Grant does not require the submission of Quarterly or Final Narrative and Financial Reports. Instead, it calls for an expense reimbursement form to be submitted to the PDA program associate.

Grant Reporting

- Narrative Reports
 - The Grant Recipient shall put together statistical information and data about the implementation of the grant. This information will form part of the Narrative Report and will support the information provided in the narrative description of the activities. The report should include:
 - Description and location of the disaster
 - Priorities applied and constraints faced
 - Description of the coordination activities
 - Objectives achieved, activities developed, lessons learned
 - Please keep PDA informed of how work is developing by providing 3 and 6 month interim reporting, brief information pieces, which will enable us to update our donors. Copies of newsletters, photos, reports and stories that you prepare in the normal course of activities would be welcome- emails may be sent to cameron.stevens@pcusa.org and beth.snyder@pcusa.org or FAX 502-569-5704
- Financial and Audit Reports
 - The Grant Recipient shall keep fully documented financial records, which will include all cash books, journals, computer transactions, receipts, payments, invoices, checks, bank statements, purchase orders, quotations, etc. The accounts should be kept in an Excel or QuickBooks accounting format and submitted with the final narrative at the conclusion of the year.
 - Un-spent funds cannot be used without the prior approval of Presbyterian Disaster Assistance.
 - A PDA grant is to be treated separately from the normal activities of the life of the church.