

Grant Writing
For The
Presbytery of Western New York

APPLYING FOR a GRANT

Once you have decided to apply for a grant speak with the Minister(or session) of a church that is involved in your project. You will need their support as part of your application.

The applications will be available on the Presbyteries Web Site (www.pbywny.org). Download the application. If you cannot download it call the Presbytery Office (716- 668-1995) to make arrangements to get a copy.

Preparing Proposal

Once you have the application form, make a copy of it and use it as a draft form. Become familiar with it and begin to answer the questions it asks. Your work will be easier if you gather supporting information before you begin writing.

Keep your answers clear and concise. More is not necessarily better. Your application will be one of many others to be reviewed by the Out Reach Ministry Team.

Style Matters

If possible download application to your computer and complete it. Hand written applications will be considered, but if they are difficult to read it may affect the outcome. Be sure all questions are answered. If you are retyping the application, please keep it in the same order as the original application. List the question with the answer immediately following it.

Complete the first page of the application exactly as it is written. This gives the reader all the basic information as well as the correct information to be used when replying to the grant.

Each grant is read by every member of the team so be sure you have the correct number of copies. The copies need to be exactly the same so pages can be referred to when the project is being discussed.

All supporting material is to be included with the copies so each member can review it.

Criteria for evaluating Mission Projects

- Meets one or more PWNYP mission outreach goals (poverty, refugee ministry, global outreach, environmental stewardship).
- Involves collaboration with other Presbyterian churches, other churches, other organizations, etc.
- Actively uses and involves Presbyterians hands-on in fulfilling PWNYP mission and goals.
- Makes impact, spiritual and otherwise, on population being served (e.g., community, groups, individuals, and/or agencies).

- Has appropriate project organization, implementation plan, and uses funds and personnel effectively (bang for the buck).
- Has appropriate background and experience for the proposed project work.
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Oversight of Project

We expect you to complete and return two progress reports to the Presbytery Office on the dates indicated.

The reports will be enclosed in the letter which is sent out to the agency with their check or if the check is sent to the Treasurer of the Agency, the reports will be enclosed in a letter to the director of the Agency. IT is the agency or project's director that is responsible for the timely completion and return of the forms.

Grant Application Checklist

- o Is the application complete? Have the questions in the application been answered clearly and are all requested attachments available?
- o Has the project been previously funded? What is different in this application? Does it address a new need or new initiatives?
- o Does the project address the mission priorities of the Presbytery?
- o Does the application specify which churches and other organization support your work?
- o Are the vision and goals of your project clearly stated?
- o Do you have the correct number of copies and address of Presbytery?
- o When mailing is there adequate time for it to be received? Please retain your mailing receipt in case of an error in the mailing.

