
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 Jim Kirk, (502) 438-5161, jim.kirk@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.

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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 of endorsement 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
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• 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 and position funding, preparation and mitigation needs, including, but not limited to, supporting volunteer hosting.

- A letter of endorsement 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
- A National Recovery Grant Application and Project Proposal are to be submitted to the Associate for Disaster Response US to initiate the approval process. If this grant is to fund a position, a position description should be attached.
- A Grant Agreement is then drafted and finalized to be signed by both parties before a disbursement can be made.
- Review and approval of the Special Project Grant takes longer and requires approval from the CPJ Director. 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.
- Quarterly and Final Narrative and Financial Reports are required to receive subsequent installments. An Audit Report is also required if the grant amount is \$100,000 or more.

Pastoral Resilience Support

Recognizing the need to be flexible, PDA offers the following for Pastoral Resilience Support.

- **Relaxation, Self-Reflection, and Respite**

- After a disaster; relaxation, self-reflection, and respite can be very helpful for faith leaders to find the space for renewing their strength to manage the demands of ministry in a disaster context. This time is not intended to be simply a vacation but is intended to support faith leaders as they find renewal and foster their resilience.
- PDA can offer grants of \$1,000 per clergy person per disaster, or a total of \$5,000 per Middle Governing Body per disaster for this purpose. The procedure for this grant is that clergy communicate their need for respite to the middle governing body, and if the middle governing body confirms this

request, the appropriate leadership forwards it to the Associate for Disaster Response (jim.kirk@pcusa.org or 502-438-5161).

- The Middle Governing Body is encouraged to fund pulpit supply if needed during a pastor's respite time. Within a year of receiving the grant the grantee will be asked to provide a summary of how the funds were used. PDA asks that names of clergy not be included in the summary.

- **Reflection, Analysis and Planning**

- PDA has found that the majority of clergy will return to normal functioning through care from their established support network. There are some clergy who will find additional support helpful.
- PDA will offer financial support for clergy to participate in events that offer time for reflection, analysis and planning. Ordinarily, these events take place at a center that specializes in working with clergy.
- The middle governing body is asked to make a written request for each clergy person interested in this opportunity. Each request should include the specific program of interest. All requests need to be pre-approved by the Associate for Disaster Response (jim.kirk@pcusa.org). PDA will cover the cost of the event, transportation, meals and related expenses up to \$5,000 per pastor per disaster.
- This grant requires an expense reimbursement form be submitted to the PDA program associate.
- The clergy person and/or middle governing body are welcome to seek consultation with PDA staff or team members in the development of these plans.

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 jim.kirk@pcusa.org or FAX 502-333-7326

- 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.