



BLACK CONGREGATIONAL  
ENHANCEMENT OFFICE

# Grant Application

Is this a first time grant? \_\_\_\_\_ If no, amount received previously \_\_\_\_\_ Date(s) received \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Church/Organization Name: \_\_\_\_\_

Church/Organization Pastor/Organizer: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Church/Organization Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Presbytery: \_\_\_\_\_ Synod: \_\_\_\_\_

---

The Office of the Black Congregational Enhancement provides resources for African American Presbyterian Congregations in support of their efforts to nurture congregational health and growth. Priority will be given to programs that serve children, youth, and young adults, enhance leadership training and promote congregational development and church growth. For the purpose of good stewardship and financial transparency, the Office of Black Congregational Enhancement adheres to these guidelines in awarding ministry grants:

1. Requests for grants will be received at the Office of Black Congregational Enhancement throughout the year. However, requests will be evaluated and awarded in later April and early September.
2. In addition to the completed application form, churches/fellowships are to submit a detailed description of the project by:
  - a. Describing the overall mission/vision of the church/organization (2 paragraphs only),
  - b. Specifying the needs being addressed (clearly state in 2-3 paragraphs your stated purpose and goals),
  - c. Providing a clear statement of how the grant will be used (no more than 3 paragraphs),
  - d. Attaching a budget reflecting both projected income and expenses.. **Note:** No more than 25% of the budget can be used for administrative costs. The budget should demonstrate evidence of financial accountability. Grants awarded will not exceed the amount of \$2,500 unless the organization can demonstrate an exceptional need for additional funding. [Sample budget is provided.]
  - e. Proposals should not exceed 3 pages (excluding attached budget).

3. Grant requests must be signed by at least two members of the session of a church (including the pastor or clerk of session) or by two members of the leadership team of a fellowship. If this is a long-term project, then a middle governing body's signature is also needed.
4. An annual progress report is due for all grant requests. Progress reports for Short-term projects should be submitted within 60 days after the project has been completed and evaluated. Reports for long-term projects are to be submitted to the Office of Black Congregational Enhancement after six months of the granting of the reward. Applications for future funding will not be considered unless this report is submitted.
5. Priority will be given to church/fellowship projects that have secured local denominational support (i.e., funding from presbyteries and/or synods), and where evidence of internal financial sustainability is demonstrated. Church/fellowships are expected to assume some of the financial responsibility for project costs.
6. The Associate for the Office of Black Congregational Enhancement, in consultation with members of the Advisory Committee of that office and in accordance with the guidelines and practices of the Presbyterian Church (U.S.A.), will be responsible for evaluating requests and awarding grants.
7. Whenever possible, funds will be dispersed through the local presbytery. Otherwise, grants are paid to the church/organization.
8. Funding for projects cannot be guaranteed in the future.
9. All materials are to be mailed or emailed to the Office of Black Congregational Enhancement, 100 Witherspoon St., Louisville, KY 40202 or [vhawkins@pcusa.org](mailto:vhawkins@pcusa.org).

---

**Congregational/Fellowship leaders and/or middle governing body executives participating in and giving oversight and assistance to this project, please sign below.**

\_\_\_\_\_

Congregational Contact Signature

\_\_\_\_\_

Position/Title

\_\_\_\_\_

Congregational Contact Signature

\_\_\_\_\_

Position/Title

\_\_\_\_\_

Date

\_\_\_\_\_

General Executive Presbyter or designee

\_\_\_\_\_

Position/Title

\_\_\_\_\_

Date



BLACK CONGREGATIONAL  
ENHANCEMENT OFFICE

# Grant Application

## Budget Sample

### Income

Presbytery	1,000
Synod	250
First Church	500
Black Congregational	2,000
Other Miscellaneous fundraising efforts	200

Total Income \$3,950.00

### Expenditures

Stipend(s) for...	1,000
Supplies for...	500
Meals	700
Travel Reimbursement	400
Accommodations for...	1,000
Publicity	350

Total Expenses \$3,950.00

**Note:** Your line items should reflect your goals and thus will be different than the ones listed above.