



**SUPPLEMENTAL FORM
PROPOSAL OUTLINE FOR USE OF RESTRICTED FUND**
(AMOUNT REQUESTED MUST EQUAL OR EXCEED \$10,000)

All applicants should read the instructions carefully before completing the application. Please type, or the downloadable application form along with instructions and guidelines are provided at <https://www.presbyterianmission.org/who-we-are/financials/>. Applicants will be notified of application status in October 2018.

Complete the form below and send to

- Session: Proposals must be sent to the Presbytery by May 1**
- Presbytery: Recommended proposals must be sent to the Synod by June 1**
- Synod: Recommended proposals must be sent to the Restricted Funds Oversight Subcommittee by July 1**

		Year 2018
Applicant:		
Applicant Pin Number:		Fund Number:
Fund Restriction (see General Assembly Mission 2018 Unassigned Funds list):		
Grant amount requested (must equal or exceed \$10,000): \$		Total program/project budget (please complete budget worksheet): \$

For applications requesting \$10,000 or more, the applicant must submit a supplemental form.

In addition to filling out the basic application for use of a restricted fund, the following proposal outline should be completed by all applicants requesting \$10,000 or more. Please attach separate sheets with your responses and mark each section clearly.

Proposal Outline (Proposals should be written in a concise, narrative format according to the following outline.)

Description of the Project

- A. Provide an overview of the project including goals and specific needs to be met.
- B. What is the intended audience?
- C. What is the projected number of participants or people served?
- D. What is the planned duration of the project including starting and ending dates? (Grants must be used within two years from the date the grant is distributed.)
- E. What is the budget for the project?

Project Management

- A. Provide the name of the office or committee of the governing body responsible for managing the project.
- B. What is the name and title of the project leader?
- C. If a new structure is being formed to direct this project, please specify its membership (how are they chosen and names) and frequency of reporting to the governing body.

Evaluation

- A. An evaluation is required of recipients of all grants. If a grant is not expended within one year of being awarded, the RFOS may request a mid-term evaluation asking about progress toward stated goals, activities, and financial accounting.
- B. Attach a description of the plan that will be used to evaluate the project for meeting goals and effectiveness.

Changes

- A. Requests to extend the time for spending the funds beyond the two-year limit must be made in writing, including reasons for requesting the extension, and must be approved in writing by the RFOS chair.
- B. Requests to modify the spending plan must be requested in writing, including reasons for the changes, and must be approved in writing by the RFOS chair.
- C. Any funds not spent for purposes specified in the grant must be returned.