



**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. The downloadable application form and the instructions and guidelines are provided at <https://www.presbyterianmission.org/who-we-are/financials/>. Please type or print.

Complete the form below and send it as follows:

**Session** - send proposal(s) to the Presbytery by May 1

**Presbytery** - send recommended proposal(s) to the Synod by June 1

**Synod** - send recommended proposal(s) to the Restricted Funds Oversight Subcommittee by July 1

Applicants will be notified of application status in October 2022.

		<b>Year 2022</b>
Applicant:		
Applicant Pin Number:		Fund Number:
Fund Restriction (see General Assembly Mission 2022 Unassigned Funds list):		
Grant amount requested (must equal or exceed \$10,000): \$	Total program/project budget (please complete budget worksheet): \$	

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

In addition to filling out the basic application for the 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 (The applicant should write the proposal in a concise, narrative format following the outline below.)**

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 period 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 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.