**APPLICATION FOR THE USE OF RESTRICTED FUND 2024**

*Please type ONLY, minimum 10-point font.*

All applicants should read the instructions carefully before completing the application. The downloadable application form and the instructions and guidelines are provided at [presbyterianmission.org/financials](http://presbyterianmission.org/financials). Please type ONLY, minimum 10-point font.

Complete the form below and send it as follows:

- **Session** - send proposal application(s) to the Presbytery by **July 15**
- **Presbytery** - send recommended proposal application(s) to the Synod by **August 15**
- **Synod** – submit final application(s) to the Restricted Funds Oversight Subcommittee by **September 15**

Submit completed applications to [RFOS-PCUSA@pcusa.org](mailto:RFOS-PCUSA@pcusa.org). Final applicants will be notified of their status in November 2024.

Contact Sarah Dunne Pickrell for questions – sarah.pickrell@pcusa.org.

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<tr>
<th>PIN</th>
<th>Applicant</th>
<th>Primary Contact E-mail Address</th>
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<tr>
<th>Fund Number</th>
<th><strong>Fund Restriction</strong> (see General Assembly Mission 2024 Unassigned Funds list)</th>
<th>$</th>
<th><strong>Grant amount requested</strong> (must equal or exceed $10,000)</th>
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<td><strong>Total Program/Project Budget</strong> (please complete budget worksheet)</td>
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**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. Who 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 they are 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.
- B. Requests to modify the spending plan must be requested in writing, including reasons for the changes, and must be approved in writing.
- C. Any funds not spent for purposes specified in the grant must be returned.

*Please include Applicant, PIN, and Fund Number at top of each Supplemental Application page.*

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Revised May 2024