U.S.-Based Projects  
Grant Application Instructions

## Presbyterian Hunger Program Funding Areas:

1. Hunger relief and/or direct services when combined with root cause work
2. Hunger-related development and empowerment of impoverished people and communities
3. Educating the church community and public about hunger and its underlying causes
4. Advocacy for corporate and/or public policy shifts that change the political, environmental or economic conditions underlying hunger and poverty.
5. Assisting the church community to move toward responsible personal and corporate lifestyles

## Eligibility Guidelines:

A. Those working in one or more of the five specific criteria areas above, and

B. Organizations, including PC(USA) congregations, demonstrating that a significant part of their work, or the specific project for which funds are being sought, attempts to address the root and systemic causes of hunger.

Organizations whose strategies, activities and outcomes do not sufficiently attempt to address root causes of hunger will not be eligible for funding.

## Application Review

Grant awards are made by the PHP Advisory Committee based on reviews by committee members, PC(USA) staff, and representatives of PC(USA) synods and presbyteries. These representatives will sometimes request on-site meetings with representatives of the applicant organization.

## Grant Amounts

PHP grants typically fall in range between $5,000 and $15,000. The amounts are determined based upon demonstrated need, availability of PHP funds, project efficacy, track record and congruence with PHP funding criteria.

## Deadlines

Applications submitted by May 31st will be considered at the annual September Advisory Committee meeting.

# 1. General Information

1. **Name of Applying Organization**. PHP Guidelines stipulate that an application must be submitted by an organization – not an individual or business. Ordinarily, organizations should have 501(c)(3), charitable non-profit, status. If not, a fiscal sponsor can be stipulated.
2. **Project Title**. If funding is being requested for a specific activity or project, enter the project’s name. Otherwise, indicate “General Support.”

3-6. **Mailing Address**. Enter the complete mailing address of the organization. If your organization has multiple addresses, or a physical address that is different than the mailing address, enter the address that you would like to receive official correspondence from PHP.

1. **Website**. The web address for your applying organization and/or project. You may enter multiple websites.
2. **General Office Phone**. This is the number that PHP will give publicly if asked for your contact info. Leave blank if you do not have one.
3. **General Office Email**. Same principle as the general office phone. Example: [info@example.com](mailto:info@example.com)
4. **Contact Person**. Enter the name of the person the PHP should contact if we have questions concerning your application. Usually either the grant writer or the Executive Director.
5. **Job Title**. Enter the position title of the Contact Person.
6. **Contact Person Phone**. Enter the office phone number for your contact person.
7. **Contact Person Email**. Enter the email address for your contact person.
8. **Organization’s Total Budget**. Enter the total expense budget for the applying organization (calendar year), including the budgets of any projects under its control.
9. **Project’s Total Budget**. Enter the total annual expense budget for the activities for which you are seeking this grant funding. The project’s total budget should be for the calendar year. If the application is for “General Support,” enter the Organization’s Total Budget.
10. **Amount Requested from PHP**. Enter the amount you are requesting from the Presbyterian Hunger Program. Please keep in mind that our grants typically range from $5,000 to $15,000 and that we rarely fund a large percentage of an organization’s budget.
11. **Timeframe for Use of Funds**. PHP does not award multiple year grants. All grants should be used during the subsequent calendar year. Multi-year projects must request a new grant each year.
12. **Geographic Focus**. Check the option which best describes the geographic focus of the activities you propose. Local means a city, town or metropolitan area (e.g. St. Louis and East St. Louis is local even though it comprises two states). Regional means larger than local but smaller than national (e.g. Northern California, New England states, or U.S.-Mexico border states)
13. **Executive Director/Pastor**: Enter the name of the Executive Director/Pastor if different from the contact person listed above.

# 2. Specific Project Information

## Suggestions for preparing your responses

Read all the questions thoroughly before beginning to write your answers. Outline the information you want to share and decide under which question each piece of information is most appropriately included. This will allow you to avoid repetition and make your application shorter and more concise (our reviewers love that).

Remember, the questions are your friends! They help you tell us how your proposed work meets our criteria. Don’t argue with them; use them to your benefit.

## Notes on each of the questions

1. This 150-word summary will be our internal working description of your project. Keep the focus on what you plan to do and what will be achieved.
2. This is your opportunity to tell us what needs or problems you hope to address and how the proposed activities will make a long-term difference in your community. Remember that our Guidelines require that funded projects have “an eye for long-term solutions.” This is especially true with our new guidelines. If your proposed project does not somehow address the underlying causes of hunger, it will almost definitely not be funded. If this particular project does not address long-term solutions to hunger, but other programs of your organizations do, be sure to note that in your answer and indicate how the proposed activity will relate to these programs.
3. Tell us about the organization, its history, and its accomplishments. Also tell us about its governance. Our Guidelines require involvement in leadership and in the planning and implementation of funded projects by those benefiting. How does your organization’s structure and practice make this possible? If it does not, your application will most likely not be funded.
4. Tell us what you expect to accomplish. List each goal along with major activities, methods of implementation and the number of people impacted. At the end of the grant period, what will have happened and what will have changed? If the activities are ongoing throughout the grant period, there is no need for a timeline; otherwise tell us your plan for how the activities will progress during the period.
5. Our Guidelines require an evaluation. How will you measure your results – your successes and shortcomings? How will you evaluate your process (the way you worked together toward your objectives and how you treated each other)? How will the people benefiting from this project be involved in its planning, implementation, governance and evaluation? Our Guidelines require that the proposed activities “benefit poor people, especially women, racial-ethnic persons or other disadvantaged groups” and that those benefiting “be involved in the planning and implementation of these activities.”
6. Describe the applying organization’s relationship to local congregations, denominations, and/or ecumenical organizations. Indicate the ways that people of faith and congregations may be involved in the activities proposed in this application?
7. Because our Guidelines require appropriate relationships with other organizations carrying out similar or related work, describe those relationships here. If your proposed activity duplicates other efforts in your community, tell us why it is needed.
8. Our funding criteria require “a viable long-range financial plan for self-sufficiency and/or increasing community support.” The PHP does not typically fund local organizations for more than two or three years, and our reviewers look for an indication that there are plans for sustaining the proposed activity beyond our grant period.

9-12. Our hope is to encourage Presbyterians and congregations to support PHP grantee partners and these questions help us understand how this could happen.

13-14. This summary will be used for public descriptions of grants funded by PHP

# 3. Representation

1. **Representation:** Our reviewers look for an indication that the decision-making body of an organization adequately reflects the interests of the population being served. The data requested on the Representation Chart help provide that information. If your organization does not gather the requested racial-ethnic and income information, it will be more difficult for us, and other funders, to make that determination. You may choose to make estimates if the actual data are not available. Either way, please clearly state “estimate” or “information not available” in the Notes section.
2. **List of the Board of Directors**: Include any helpful information on occupations, affiliations, etc. Also explain how, and by whom, members of the Board of Directors are chosen.
3. **Staff Listing** - **Salary Range**: In considering an application, our reviewers often refer to the ratio of an organization’s top salary to its lowest. Please provide the information requested for the highest and lowest paid (as determined by earnings per hour) members of the staff of the applying organization.

**4. Payee**

If your organization is not a 501©3 organization, enter the name of your fiscal agent and submit a completed W-9 form for the fiscal agent.

**5. Attachments & Financial Information**

A detailed budget is a required attachment along with your application. You can email a budget attachment at the end of the online application to [Jennifer.Evans@pcusa.org](mailto:Jennifer.Evans@pcusa.org). The detailed budget can be in your own format, so long as it has an appropriate level of detail. A sample detailed budget is available to download for an idea of what kind of detail is required.

If you are requesting funding for a specific project, you will need to submit both a project and organizational budget. If you are requesting funding for general support, you will only need to submit an organizational budget.

1. **Personnel Expenses**. These always include staff salaries, benefits and taxes, and usually also include staff travel.
2. **Operating Expenses**. These are sometimes also called administrative expenses. It includes things like office supplies, postage, printing, telephone, internet, computers, rent, mortgage, and utilities among others.
3. **Program Expenses**. These expenses cover everything related to fulfilling the purpose or mission of your organization or project. It is generally advisable to show program costs separately from personnel and operating costs, but this is not always feasible. Depending on the type of activities for which you seek funding, you may have very few programming costs beyond staffing. You may choose to report your costs whichever way best fits your organization’s activities.
4. **Other Expenses**. Anything that you did not include in Personnel, Operating or Program Expenses. One common other expense is fundraising expenses.
5. **Total Expenses**.
6. **Grants**. The total amount of funding you expect to receive from grant proposals for your organization or project, as well as the sources and amounts for pledged and committed grants.
7. **Donations**. Financial gifts from individuals, groups or businesses that you do not consider grants, i.e. you did not apply for a grant. You should also include profits from fundraisers in this category.
8. **Other Income**. This includes profit from sales, services, membership fees, income from rented property that your organization owns, interest from endowments or savings, and any other means of raising funds that doesn’t fit into any other category.
9. **In-Kind Income.** Any income, benefits or payments received in a form other than cash
10. **Total Income**.