

Domestic Grants and Reporting Guidelines

This document provides a summary of PDA grants including eligibility criteria and reporting guidelines. All questions, requests for grant applications, and grant reports should go to Jim Kirk, jim.kirk@pcusa.org; (502)-438-5161. It is understood that a request for funds implies that PDA may send a national response volunteer team, at PDA's expense, to assess the needs.

Funds may be used only for the purpose for which they have been requested; however, disaster response and recovery is a fluid environment. If needs change it is possible to allocate the use of the grant. The request to reallocate must be made in advance and pre-approved by PDA. All requests should be sent to Jim Kirk jim.kirk@pcusa.org.

Initial Grant

- A one-time grant (per disaster) that is distributed by a single disbursement for an amount of \$7,500 or less.
 - An Initial Grant is made to a presbytery with a historic mission relationship that has been affected by a disaster but may have a limited ability to respond on a broad community level. The Initial Grant will enable a response to needs within their own constituency.
 - A presbytery is eligible to apply for only one Initial Grant per disaster.
 - The potential grant recipient requests an Initial Grant by submitting a grant application/letter of intent. The application/letter includes a brief description of the disaster and the presbytery's response to date, the immediate special needs, and the specific request amount. It is submitted on presbytery letterhead with an original signature of the presbytery's leadership; presbyter or stated clerk
 - The final narrative and financial report are required one (1) year after the disbursement is made. As soon as the funds are expended narrative and financial reports should be submitted by email or US mail. No other funds will be distributed to the Presbytery until the final narrative and financial report is received.
 - Funds may be used only for the purpose for which they have been requested. Should funds remain at the conclusion of the recovery effort, they are to be returned. If additional funds are needed for recovery, please contact the PDA Associate for Disaster Response in the US.

Church Damage Assistance Grant

- The Church Damage Assistance Grant is limited to \$5,000 per disaster per church with an annual \$25,000 maximum per presbytery for the purpose of ensuring the continued ministry of the church and to support the congregation's ability to serve the community.
 - The potential grant recipient requests a grant by submitting a grant application/letter of intent. The application/letter includes a brief description of the disaster and the presbytery's response to date, the immediate special needs, and the specific request amount. It is submitted on presbytery letterhead with an original signature of the presbytery's leadership; presbyter or stated clerk
 - The final narrative and financial report are required one (1) year after the disbursement is made. As soon as the funds are expended narrative and financial reports should be submitted by email, fax or mail. No other funds will be distributed to the Presbytery until the final narrative and financial report is received.
 - Funds may be used only for the purpose for which they have been requested. Should funds remain at the conclusion of the recovery effort, they are to be returned to PDA.

National Recovery Grant

- **Seed Grant**
 - The National Recovery Seed Grant is a one-time grant, limited to \$5,000, for the start-up costs of setting up a long-term recovery group or volunteer host site.
 - A National Recovery Grant Application and project proposal are to be submitted to the Associate for Disaster Response in the US to initiate the approval process. A letter should accompany the application/proposal giving a brief description of the disaster and the presbytery's response to date. The letter is to be submitted on presbytery letterhead with an original signature of the presbytery's leadership; presbyter or stated clerk
 - The final narrative and financial report are required one (1) year after the disbursement is made. As soon as the funds are expended narrative and financial reports should be submitted by email, fax or mail. No other funds will be distributed to the Presbytery until the final narrative and financial report is received.

- Funds may be used only for the purpose for which they have been requested. Should funds remain at the conclusion of the recovery effort, they are to be returned to PDA.
- **Special Project Grant**
 - The purpose of long-term recovery is to assist survivors in using available resources to rebuild in conjunction with volunteers and the staff of long-term recovery groups. The National Recovery Special Project Grant is awarded through the mid council to an established long-term recovery group for the purpose of funding their project. These grants can also be used for other recovery, preparation and mitigation needs, including, but not limited to, supporting volunteer hosting.
 - Review and approval of the Special Project Grant takes longer and requires approval from Compassion, Peace and Justice (CPJ) Associate Director. The PCUSA legal department approves grants over \$25,000 and a PCUSA corporate officer approves grants over \$10,000.
 - A presbytery may reapply by submitting a new proposal and grant agreement on behalf of the organization each year while recovery work continues.
 - A National Recovery Grant Application and Project Proposal are to be submitted to the Associate for Disaster Response US to initiate the approval process.
 - A Grant Agreement is then drafted and finalized to be signed by both parties before a disbursement can be made.
 - Quarterly and Final Narrative and Financial Reports are required to receive subsequent installments. An Audit Report is also required if the grant amount is \$100,000 or more.

Faith Leader Resilience Support

For the purpose of this document a faith leader is the pastoral leader of a particular congregation, presbytery or synod who is officially recognized as the leader by the presbytery or synod.

PDA recognizes that there are phases of response to and recovery from a disaster, and that different actions are needed at different points in the process for restoration of well-being. In much the same way, PDA is aware of faith leaders who are seeking to sustain ministry in an affected community as they themselves are

working out their own journey as survivors. What PDA has learned is that faith leaders experience different needs at different points.

To sustain their own resilience, faith leaders may need to focus on relaxation, self-reflection, and respite; or the greater need may be for reflection, analysis, and planning. There may be some who experience difficulty integrating the disaster experience into their life and ministry. At this point in the recovery a more structured program that includes reflection, analysis and planning can be helpful.

Recognizing the need to be flexible, PDA offers the following for Faith Leader Resilience Support.

○ **Relaxation, Self-Reflection, and Respite**

After a disaster, relaxation, self-reflection, and respite can be very helpful for faith leaders to find the space for renewing their strength to manage the demands of ministry in a disaster context. This time is not intended to be simply a vacation but is intended to support faith leaders as they find renewal and foster their resilience.

PDA can offer grants of \$1,000 per faith leader per disaster, or a total of \$5,000 per presbytery per disaster for this purpose. The procedure for this grant is that the faith leader communicates the need for respite to the presbytery, and if the presbytery confirms this request, the appropriate leadership forwards it to the Associate for Disaster Response (jim.kirk@pcusa.org or 502-438-5161). In the case of the faith leader of a presbytery, the need is communicated to the synod leadership.

The presbytery is encouraged to fund pulpit supply if needed during a faith leaders respite time. Within a year of receiving the grant, the grantee will be asked to provide a summary of how the funds were used. PDA asks that names not be included in the summary.

○ **Reflection, Analysis and Planning**

PDA has found that most faith leaders will return to normal functioning through care from their established support network. There are some who will find additional support helpful.

PDA will offer financial support to participate in events that offer time for reflection, analysis, and planning. Ordinarily, these events take place at a center that specializes in working with faith leaders.

The presbytery is asked to make a written request to PDA for the faith leader interested in this opportunity. The request should include the specific program of

interest. All requests need to be pre-approved by the Associate for Disaster Response (jim.kirk@pcusa.org). PDA will cover the cost of the event, transportation, meals and related expenses up to \$5,000 per pastor per disaster.

PDA ordinarily offers one grant for reflection, analysis, and planning per Presbytery per disaster event.

This grant requires an expense reimbursement form be submitted to the PDA.

The faith leader and/or presbytery are welcome to seek consultation with PDA staff or team members in the development of these plans.

In the case of faith leaders of the presbytery, the synod leadership will make the written request.

Grant Reporting

- Narrative Reports
 - The Grant Recipient shall put together statistical information and data about the implementation of the grant. This information will form part of the Narrative Report and will support the information provided in the narrative description of the activities. The report should include:
 - Description and location of the disaster
 - Priorities applied and constraints faced
 - Description of the coordination activities
 - Objectives achieved, activities developed, lessons learned
 - Please keep PDA informed of how work is developing by providing 3- and 6-month interim reporting, brief information pieces, which will enable us to update our donors. Copies of newsletters, photos, reports and stories that you prepare in the normal course of activities would be welcome- emails may be sent to cameron.stevens@pcusa.org .
- Financial and Audit Reports
 - The Grant Recipient shall keep fully documented financial records, which will include all cash books, journals, computer transactions, receipts, payments, invoices, checks, bank statements, purchase orders, quotations, etc. The accounts should be kept in an Excel or QuickBooks accounting format and submitted with the final narrative at the conclusion of the year.
 - Should funds remain at the conclusion of the recovery effort, they are to be returned to PDA.
 - A PDA grant is to be treated separately from the normal activities of the life of the church.