

Criteria for Birthday Offering Grants

The Birthday Offering has a long tradition with Presbyterian Women (PW)

To qualify, a program must

- have a clearly defined purpose that meets basic human needs. The purpose must be in accordance with mission goals and policies of the Presbyterian Church (USA);
- provide a form of aid that relates directly to the people being served;
- be a creative project less than three years old or an existing project moving in a new direction

A proposal must

- describe how the project will improve the lives of people to be served – now and in the future;
- indicate how the project will work with women, children, youth, young adults, persons of diverse races and/or ethnicities, and /or persons with disabilities, to enhance their quality of life;
- list all other sources of money being requested and/or already awarded for this project;
- describe how the program will continue after the grant (if received) is spent;
- explain how the project's progress will be reported and success measured;
- provide a written endorsement from a **presbytery** or **synod** of the Presbyterian Church (U.S.A.). If outside U.S.A., a written endorsement from an indigenous church that is in relationship with the PC(USA) must be provided. *Please allow at least six weeks to obtain an endorsement.* Written endorsements from a congregation, a PW in the Congregation Coordinating Team, a PW in the Presbytery Coordinating Team or a PW in the Synod Coordinating Team are encouraged, but not required;
- be signed by the writer of the proposal and another person responsible for this project (for example; a board chairperson).
- Notify Cindy Goodman at cindy.goodman@pcusa.org if other funding for the project has been received. Notification must be received before September 1.

Grants awarded

- must be one-time grants, although the projects do not have to be completed in a single year. The project must be underway within three years of receiving the funds;
- may not be used for payment of current debt, for creating or maintaining revolving loan funds, nor to fund a permanent endowment. Funds requested cannot be used as part of a general operating budget.

Grant recipients

- must return an interim report and all supporting documentation before the second payment will be made. The first payment will be made in October of the following year of the award, and will be based on the amount of funds available by October 15 of that year. Second payment will be made by May 1 if the interim report is received by February 1. The second payment will be forfeited if the interim report is not received.
- Must return one, two and five year follow-up reports to the PW associate for special offerings;
- must notify Presbyterian Women of any change in leadership or address by contacting the PW associate for special offerings, 502/569-5741 (fax), cindy.goodman@pcusa.org.
- **Priority will be given to applicants that have not been previously funded by the Creative Ministries Offering Committee**