

Applying for a Legacy Fund Grant

1. Concept Paper Submission - The Grants Committee requires the submission of a concept paper in advance of a final application. Concept papers will be reviewed as received and applicants will be contacted by a team member to discuss. These concept papers should be no more than one-two pages in length and include a short statement/paragraph addressing each of these elements:
 - The applicant(s)/partners who will be applying for the grant.
 - The vision and or goal of the project and the context within which it will be offered.
 - What resources do you have that will support the program you propose?
 - What is the timeline for your program (start, duration, and end)?
 - What is the grant amount needed to run your program?
 - If this is a continuing program, please briefly describe the work of the program to date, its effectiveness, and the need for additional resources.

Concept papers should be submitted to the Grants Committee to Emily@HudRivPres.org.

2. Attendance at Workshop - Either before or after submitting a Concept Paper, attend at least one workshop in proposal development or grant writing offered by the Grants Committee, or one offered by another organization as pre-approved by the Grants Committee. Each year the Grants Committee will offer a grant-writing workshop to which representatives for all applicants must attend. This workshop will also give aid to those attempting to develop a business plan for their project. Grants will not be approved for applicants who have not had a representative attend an approved training.
3. After discussion of your concept paper with a Grants Committee member, you will be invited to complete and submit the following Legacy Fund Grant Application and Budget (template follows) via email at Emily@HudRivPres.org.

1. What is the vision or goal of the program/ministry to be offered? What need does the program/ministry address?
2. How do you see this program/ministry reflecting the core values of the Hudson River Presbytery?
3. Why is your group/congregation particularly qualified to offer the program you propose? If this program currently exists, describe the work to date, its effectiveness, and the need for resources from the Legacy Fund.
4. Are you collaborating with other congregations or community groups? Explain the roles each collaborating partner will play.
5. List the goals and objectives you intend to achieve by the end of the grant period.
6. How will the project be sustained after the grant period ends?
7. Are there broader impacts of your program beyond the initial target audience? Could this be used as a model for other programs?
8. Please provide a clear articulation of the time needed to plan and conduct your program, with specific date ranges associated with particular activities.
9. There must be a minimum 20% contribution to the program budget by the congregation(s) or other collaborators. Has this been secured? If so, please provide documentation. If funding is from a congregation, please provide documentation of approval by Session.
10. Member(s) of your congregation/group who attended required training workshop and date:
11. Assessment Plan: Indicate how you will know that your project is progressing and how will you know it has been effective in meeting its goals as stated above.
12. Budget: (Use attached template)
13. Budget Narrative: Provide a description for each item in the budget. For expenses, describe how costs for a particular item were determined.
After school program:
Example: School supplies: 50 children @ \$5 per child = \$250.
For personnel:
Example: After school program staff (3): \$10/hour @ 15 hours/week=\$150
\$150x3=\$450 per week x 26 weeks = \$11,700 per program year.

Proposal Budget

	Project Revenue	Requested	Committed	Total
1	Legacy Fund			
3	20% contribution			
4	Other sources:			
5				
6				
7				
8	Total Project Revenue (Sum 1-7)			
	Project Expenses	Where Legacy Fund grant will be utilized	Where other funding will be utilized	Total
	Personnel Services*			
9				
10				
11				
12				
13				
14				
15				
16	Benefits and Payroll Taxes			
17	SUBTOTAL Personnel Services (Sum 9-16)			
18	Other Expenses*			
19				
20				
21				
22				
23				
24				
25				
26	SUBTOTAL Other Expenses (Sum 18-25)			
27	SUBTOTAL Project Costs (Sum 17+26)			
28	Administrative costs (up to 15% of 27)			
29	Total Project Expenses (Sum 27+28)			
	TOTAL Revenue less Expenses (Difference of 8-29)			

*Please include details in budget narrative.

Signatures

I have reviewed this proposal and believe it to be accurate.

Signature of Pastor/Project Director: _____

Printed Name: _____ **Date:** _____

Signature of Clerk of Session _____

Printed Name: _____ **Date:** _____