

The Presbytery of Hudson River Legacy Fund Application Information

The Legacy Fund of The Presbytery of Hudson River grants funds to ministries that reflect the mission and core values of Hudson River Presbytery. We believe God is calling the church into the world to live resurrection and be engaged in mission that incarnates our values within the communities we serve. The fund will enable creative, effective ways of transforming our church through new visions of ministry and mission for the 21st Century.

Background Information

What are the core values of the Hudson River Presbytery?

- Partnership, Hospitality, Justice, Passion, Curiosity, Honesty, Joy, Generosity
- The Vision Statement for the Hudson River Presbytery with explanations of the core values may be found here: www.hudrivpres.org/upload/docs/hrp_mission.pdf

What do we mean by creative?

- Reflecting grassroots visions for ministry acting individually or collectively;
- Offering new ideas or continuing programs already in existence, as long as they meet the criteria for living into visions for ministry and mission for the future;
- Engaged and partnering in new ways within the communities we serve;
- Transformational—change focused.

What do we mean by effective?

- The vision of the project/program meets a demonstrated need related to mission and connection within the communities we serve;
- The scope of the project/program is manageable, well organized, effectively described and may be accomplished within the timeframe and budget proposed;
- The project/program includes a plan to assess its effectiveness and may be used as a model for others and possibly be adapted to attract other funding sources.

How large are the grants?

- The grants may range from single-year requests beginning at \$10,000 to multi-year requests that total up to \$100,000.
- Projects that require less than \$10,000 are best served by applying to other Hudson River Presbytery grant programs (see the Grants Council information on the Presbytery's web site here: www.hudrivpres.org/index.php?n=20&sn=49)
- Multi-year requests must include a schedule for amounts of Legacy Fund grant requests per year, and a plan for how the proposal will be funded going forward. Multi-year grant requests will also require an annual review and evaluation by the Legacy team, as well as the annual approval of sessions/councils. This review will be part of the accountability plan that decides whether the next period's funding will be released.

What resources do congregations and partners need to have in order to propose a project?

- A well thought-out idea that has had some discussion and development at the congregational level.

- Proposed programs/projects must be based on resources currently or readily available to the proposer, such as existing space or the means to modify it, personnel currently engaged or to be easily engaged for the project and some cash on hand for the financial buy-in.
- Congregations/partners proposing projects are expected to fund at least 20% of the total budget (cost share/match). For example, for a project with a total budget of \$20,000, the congregation's buy in would be a minimum of \$4,000, with the amount requested from Legacy Fund no greater than \$16,000.
- Partnerships are a great way to develop the kind of sustainability that allows a project to continue beyond the initial granting period. As preference will be given to project proposals that are sustainable in this way, developing partnerships or drawing upon existing ones is an important aspect of resource development.

We have an idea for a project. How do we proceed?

- Submit a concept paper to revcsurgenor@onwardever.net and emily@hudrivepres.org.
- Attend at least one workshop in proposal development or grant writing offered by the Legacy Team, or one offered by another organization as pre-approved by the Legacy Team.
- After consultation with a Legacy Fund team member, complete a Legacy Fund Grant Application and submit to revcsurgenor@onwardever.net and emily@hudrivpres.org

Applying for a Legacy Fund Grant

1. Concept Paper Submission - The Legacy Team 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 Legacy Team via email at revcsurgenor@onwardever.net and 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 Legacy Team, or one offered by another organization as pre-approved by the Legacy Team. Each year the Legacy Team 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 Legacy Team member, you will be invited to complete and submit the following Legacy Fund Grant Application and Budget (template follows) via email at revcsurgenor@onwardever.net and emily@hudrivpres.org.



Legacy Fund Grant Application

| | | |
|---|--|------------------------|
| Proposal Title: | | |
| Name(s) of Church(es)/Presbytery Ministry Submitting This Proposal: | | |
| Project Director: (Person responsible for overseeing and reporting on project) | Contact Name: (Contact for administrative details, if different from Project Director) | |
| Address: | Contact Address: | |
| Email and Phone: | Email and Phone: | |
| Total Cost of Project: | Amt Requested: | Multi-year? |
| Project Summary (In one paragraph, describe the essentials of your project that indicates the needs it addresses, whom it will serve and any community or congregational collaborations, if applicable.) | | |
| Legacy Fund use: | Received date: | Reviewed: Y/N/M |

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.**

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:** _____