

Short/Long-Term COVID-19 Grant Request Form

NOTE: The following application is to be submitted to the PDA National Associate, Jim Kirk. jim.kirk@pcusa.org It is to be accompanied by a letter of endorsement, written on Mid Council letterhead and signed by the Mid Council leadership or someone with the authority to request funds for this project and e-mailed. If a grant is awarded, Grantee is expected to agree with the terms and guidelines. "How PDA Funds Are Used" and reporting guidelines documents will be sent if the grant is approved. Please copy all requests to beth.snyder@pcusa.org.

Please fill out all information in the request unless specified.

1. General Information	
Date of request	
Type of grant	COVID-19 Short/Long-Term Grant
Total amount requested	
This amount is _____ % of the total cost of this project.	
Name of Mid Council	

2. Point of Contact Information	
Mid Council Grant Contact	
Name	
NOTE: If not the Mid Council Executive Officer, then please list supervisor and relationship to the Mid Council.	
Title	
Role in recovery structure	
Church (if applicable)	
Address (street/city/state/zip)	
Phone(s)	
Email	

3. General Project Information	
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Communities and geographic area to be served by the proposed project	
Project description / title	
Project start date	
Project end date	
Purpose/Expected outcome of project	
Governance - This request will fund: (please check)	<input type="checkbox"/> A Mid Council directed/approved program under the mandate of an Administrative Commission/Council
	<input type="checkbox"/> A Mid Council directed/approved program under the mandate of (provide details):
	<input type="checkbox"/> A PC(USA) congregation that has the approval/support of the Mid Council.
	<input type="checkbox"/> Other. Please explain.
Does this project receive additional funding from other organizations? (If yes, list name(s) of organizations and see Attachment B)	

4. Project Summary

Briefly describe the activity for which the organization is seeking funds. The summary should elaborate on details from Section 3 (General Project Information). The summary should also include any additional information such as, overall objective of project and expected results. Also include a draft of the timeline of the project.

Describe how this project aligns with one or more of the following priorities.

- ✓ *Support mid councils in the most severely impacted states.*
- ✓ *Support communities that have been unfairly disadvantaged due to discrimination and/or limited or no access to recovery resources.*
- ✓ *Support refugees or asylum seekers who may be negatively impacted due to limited or no access to other recovery resources.*
- ✓ *Support for developing new approaches/activities with refugees and asylum seekers due to COVID-19 policies and related constraints.*
- ✓ *Support activities/programs that address the underlying systemic and structural forces contributing to the unjust impact of COVID-19 on certain congregations and/or communities.*
- ✓ *Support activities/programs that are focused on long-term sustainable solutions and are designed to mitigate the adverse impact of a future event.*

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5. Project Details

Give an assessment of the conditions on the ground (scope of the disaster, number being served, etc.). This includes the geographic areas being addressed by this proposal and in which the project is taking place in some detail.

Who are the expected beneficiaries of the proposed project? Please explain the process for beneficiaries to raise concerns/complaints to the organization regarding the proposed project.

Please give a brief narrative description of the Mid Councils involvement and/or support to the mission of this project. Also, give a description of any other work already done to address the needs described.

Provide a list of who has been/will be invited to participate in this project (i.e., congregation, community, other volunteer or faith-based groups). Explain what each one will contribute to the project.

If applicable to project, please specify the facilities to be used by the beneficiaries.

Please provide any other information that may prove useful to know about this project.

6. Project Budget and Narrative (Use separate page(s) if necessary)
<i>Provide a budget in detail for the use of the requested funds. Also show if funds are being provided from other sources.</i>
7. Project Evaluation
<i>Summarize how the organization will evaluate the project, including the indicators it will utilize, and how the organization plans to capture the quantitative and qualitative data needed for reporting.</i>

8. Signature of Organization Executive
<i>The request needs to be <u>signed by the Mid Council Leadership</u> or someone designated by the Mid Council to request these funds, such as the Mid Council Stated Clerk or the Chair of the Administrative Commission, if one has been elected.</i>
Signature and printed name of Executive of Organization
Organization Position
Phone Number
Email