

**For PC(USA) Staff:** The following is the suggested format of the Application for an **EMERGENCY NEEDS GRANT IN RESPONSE TO COVID-19** submitted to the Associate for National Response and the Associate of Program Administration within PDA.

**[This request should be no longer than two pages]**

*On Mid Council Letterhead*

**Current Date**

Jim Kirk  
Associate for National Disaster Response  
100 Witherspoon St  
Louisville, KY 40202  
540-539-3233

Dear Jim,

[Mid Council] requests evaluation of a (up to **\$7,500** grant from Presbyterian Church (U.S.A.), A Corporation (hereinafter “PC(USA)”) for support of our [description or project or need]. [Provide a brief summary of the effects on the Presbytery, a description of impact on the communities and an assessment of the impact on churches.]

We are seeking support from PC(USA) to enable us to assist the [community/people in need]. [Provide a description of target population and geographical area, the immediate special needs of the community, and explain the Mid Councils response to date and the planned immediate next steps.]

Our project will (be implemented, take place, etc.) on [project date/period]. The main objective(s) of our project is (are) to [state aims and goals of project]. [Insert specifics of the project. State the problems to be addressed by the project, provide a description of the work to be performed, and describe the expected results of the project. Include information on the ways this request reflects the priorities listed in the grant guidance document.] [Provide a brief budget justification relating to the objective(s) of the project.]

[Please provide directions on how funds are to be sent. Due to the disruption caused by COVID-19 it will be necessary to wire funds directly into mid council accounts, please give the bank name and city where the mid council does its banking, nine-digit routing number and account number.]

A reporting guidelines documents ~~are~~ is attached and located on the PDA website.

Sincerely,

**Signature**

**Contact information**

**Name, title**

**Address, phone number and e-mail address**

[The specific request cannot exceed \$7,500. The letter must be signed by or sent by someone with authority to act on behalf of the Mid Council or the Stated Clerk]

Cc: Beth M Snyder, 502-569-5806

After signing this letter please scan and emailed it to [PDA.Help@pcusa.org](mailto:PDA.Help@pcusa.org) and [beth.snyder@pcusa.org](mailto:beth.snyder@pcusa.org) or fax it to 502-333-7326.