

**Presbyterian Hunger Program
OPERATING GUIDELINES
As Approved by PHPAC, January 31, 2003**

- 1 Mission.** The Presbyterian Hunger Program (PHP), in response to the grace of God in Jesus Christ, mobilizes the members and resources of the Presbyterian Church (U.S.A.) to help alleviate hunger and eliminate its causes. The program is guided in this mission by the *Common Affirmation on Global Hunger*, as adopted and amended by the General Assembly of the Presbyterian Church (U.S.A.). (See Attachment A)
- 2 Organization.** The Presbyterian Hunger Program is a program of the General Assembly Council of the Presbyterian Church (U.S.A.) and is lodged in the Global Service and Witness Program Area of the Worldwide Ministries Division.
- 3 Administration.** The activities of the PHP are administered by staff of the General Assembly Council of the Presbyterian Church (U.S.A.). All staffing and administrative decisions are under the purview of Worldwide Ministries Division staff leadership.
- 4 Advisory Committee.** Oversight of the program activities is assigned by the Worldwide Ministries Division to the Presbyterian Hunger Program Advisory Committee (PHPAC).
 - 4.1 Authority.** The Advisory Committee exercises authority over the PHP as defined by the Worldwide Ministry Division's *Guidelines for Advisory Committees* (see attachment B) and is governed by these Operating Guideline.
 - 4.2 Membership.** Members of the Advisory Committee are elected by the General Assembly of the Presbyterian Church (U.S.A.), in accordance with its policies for nominations and representation.
 - 4.3 Officers.** The PHPAC shall elect from its members a chairperson and chairpersons of its subcommittees.
 - 4.4 Meetings.** The PHPAC shall meet at least once in the fall of each year and may schedule additional meetings and conference calls to carry out its work. Meetings are subject to the Open Meetings Policy of the PC(USA).
 - 4.5 Sub-committees.** The PHPAC shall have two sub-committees: 1) International Concerns, and 2) National Concerns. The PHPAC may delegate its authority to sub-committees for the purpose of acting on grant applications and budgetary matters.
 - 4.6 Urgent Decisions.** Between meetings of the PHPAC, the officers, by unanimous consent, may approve emergency funding of up to \$10,000 that responds to urgent needs as determined by PHP staff.
- 5 Program Focus Areas.** As described in the *Common Affirmation on Global Hunger*, the Presbyterian Hunger Program shall have five areas of programmatic focus. These areas *include*:

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- Direct Food Relief;
- Development Assistance;
- Hunger Education, including Constituency Education;
- Public Policy Advocacy; and
- Lifestyle Integrity.

6 PHP Programmatic Approaches. The PHP's responses to hunger may take the form of Direct Grants, Block Grants to ecumenical partners, Support Allocations, Hunger Action Grants to middle governing bodies and seminaries, PHP Programmatic Activities, Resource Development/Distribution, and Scholarships.

6.1 Direct Grants. Direct Grants support the anti-hunger efforts of church partners, congregations, grassroots organizations, community groups, and non-profit organizations in the five focus areas of the PHP.

6.1.1 Criteria for PHP Grants

6.1.1.1 General. PHP Grants shall support programs and projects that address hunger and its underlying causes in one of the five focus areas identified above.

6.1.1.2 Specific. The PHPAC shall adopt and publish specific criteria for the purpose of judging the potential effectiveness of proposed activities and the capacity of the applicant organization to implement those activities. Current criteria shall be published and distributed with these Operating Guidelines (See Attachment C).

6.1.1.3 Screening. The PHP Advisory Committee may, from time to time, adopt and publish screening criteria that limit the number of proposals to be reviewed and/or reflect the programmatic or geographic priorities approved by the committee. Such criteria shall be published and distributed with these Operating Guidelines.

6.1.2 Grant-making Process

6.1.2.1 Committee Authority. The PHP Advisory Committee shall have the sole authority to approve grants. It shall approve application criteria and significant changes to procedures and forms. It may adopt specific principles and screening criteria that provide focus, set priorities, or impose limitations for its grant-making. For specific programmatic purposes, it may establish special procedures for approving certain categories of grants.

6.1.2.2 Application. Direct Grants shall be awarded in response to an application which states the purpose for which funding is sought and describes how the proposed activities meet the PHP funding criteria. The PHPAC may designate specific forms in which applications shall be submitted. Applications may be received electronically, but a signed letter of request must be on file before any grant funds are released.

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- 6.1.2.3 Initial Review.** Applications shall be initially reviewed by PHP staff, which may reject applications that obviously do not meet PHP grant criteria or Advisory Committee-adopted screening criteria.
- 6.1.2.4 Appraisal.** Applications not rejected in the initial staff screening shall be reviewed and appraised by PHP staff, a PHP Advisory Committee member, and at least one other person who is not a member of the PHP staff. Each reviewer shall be asked for an appraisal based on PHP funding criteria and a recommendation concerning funding of the application. General Assembly Council Staff with geographic and/or programmatic responsibility in the areas addressed by the application shall be offered the opportunity to review and appraise the application.
- 6.1.2.5 Middle Governing Body Review.** For grant applications that request funding for activities in the United States, the PHP shall seek review, appraisal, and recommendations from the lowest middle governing body that completely encompasses the geographic focus of the proposed activity. If the proposed activity is national in scope, or exceeds the bounds of a particular synod, no middle governing body review shall be required. Middle governing bodies shall be asked to appraise the application on the basis of the PHP criteria and a site visit, if possible, and provide a recommendation concerning the funding of the application. The funding of a grant application shall not be approved until one of following occurs:
- the PHP has received an appraisal and/or funding recommendation from the appropriate middle governing body
 - the appropriate middle governing body has indicated that it does not intend to review the application; or
 - a period of 120 days has elapsed since the date a request was made to the middle governing body, provided receipt of the request has been confirmed.
- 6.1.2.6 Grant Approval.** Grant decisions shall be made by the PHPAC (or its designated sub-committee) based upon PHP criteria and programmatic priorities, and informed by the appraisals and recommendations received from reviewers.
- 6.1.2.7 Middle Governing Body Consultation.** In the event that the PHPAC decides to fund an application which has received a negative recommendation from the appropriate middle governing body, the following procedure shall be followed:
- PHP Staff shall communicate the Advisory Committee's position to the middle governing body to determine whether the synod or presbytery protests the funding. If not, the grant may be released.
 - If the synod or presbytery protests the funding, the PHPAC may either 1) reverse its decisions to fund the application or 2) schedule a consultation and joint site visit with the middle

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governing body seeking agreement on a response to the application.

- Following the consultation and site visit, or if the middle governing body is unwilling or unable to schedule such a visit within 6 months of notification of the grant, the PHPAC may either reaffirm its initial decision or change it based on a negotiated agreement.
- If the middle governing body has participated in the consultation and site visit described above and disagrees with the PHP Advisory Committee's final decision, it may appeal that decision.

6.1.3 Appeals. Grant decisions of the PHPAC can be appealed only in the situation described in 6.1.2.7 above. There can be no appeals of international grants. Appeals will be considered by the Worldwide Ministries Division Committee of the General Assembly Council, whose decision shall be final.

6.2 Block Grants. Block grants may be provided to the grant-making programs of ecumenical organizations of which the PC (USA) is a member.

6.2.1 Purpose. Block grant funds must be used by these organizations for grants to that meet the general criteria for PHP grants.

6.2.2 Approval. Block grant amounts shall be approved by the PHP Advisory Committee as part of its budgeting process, and grants shall be expended upon receipt and staff approval of a written request from the ecumenical organization, indicating the proposed distribution of the funds.

6.2.3 Administrative Costs. Ecumenical organizations receiving PHP block grants may apply up to 12% of the amount received to their own administrative and technical support costs related to grant-making activities.

6.2.4 PHP Participation. Ordinarily, the PHP should have representation on the ecumenical organization's board or committee that makes decisions on grant allocation.

6.2.5 PHP Advisory Committee Review. A report on the actual allocation of block grants must be presented annually for review by the PHP Advisory Committee.

6.3 Support Allocations. Support Allocations may be provided to ecumenical and other non-governmental organizations, which address hunger-related issues.

6.3.1 Purpose. Support Allocations are used to support the administrative and programmatic work of organizations with which the PHP has a cooperative working relationship and which complement the PHP's efforts to address hunger and its underlying causes.

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- 6.3.2 Approval.** Support Allocation amounts shall be approved by the PHP Advisory Committee as part of its budgeting process, and grants shall be released upon receipt and staff approval of the respective organization's grant request, annual report and budget.
- 6.3.3 PHP Participation.** Ordinarily, the PHP or another PC(USA) program should have representation on the ecumenical organization's governing board.
- 6.3.4 PHP Advisory Committee Review.** The PHP Advisory Committee shall review annual reports from organizations receiving support allocations before a support allocation for a subsequent year is released.
- 6.4 Hunger Action Grants.** Hunger Action Grants may be provided to presbyteries, synods, and seminaries of the PC(USA).
- 6.4.1 Purpose.** Hunger Action Grants support constituency education and other activities in the five Program Focus Areas of the Presbyterian Hunger Program.
- 6.4.2 Hunger Action Enablers.** Ordinarily, Hunger Action Grants shall be made to middle governing bodies and seminaries with compensated Hunger Action Enablers (HAE's). The work of HAE's will be directed by a Covenant that describes activities to be undertaken in each of the Program Focus Areas.
- 6.4.3 Application.** The proposed covenant for the coming year shall serve as the application for a Hunger Action grant. Proposed covenants must be submitted to the PHP by June 30 for subsequent calendar year.
- 6.4.4 Approval.** Hunger Action Covenants shall be reviewed and grants approved by the PHP Advisory Committee at its fall meeting.
- 6.5 PHP Projects.** PHP Projects are activities directly coordinated by PC(USA) staff (permanent or contract) addressing hunger and its causes in one or more of the PHP Program Focus Areas.
- 6.5.1 Approval and oversight.** The PHPAC shall approve general plans, goals, and programmatic budgets for PHP Projects and exercise oversight through the receipt and approval of project updates at least annually.
- 6.5.2 Funding.** Funding for PHP projects shall be approved as part of the PHPAC's budgeting process. PHP staff shall have the authority to approve expenditures for Project activities within the approved budgets.
- 6.6 Resource Development and Distribution.** The PHP may produce and distributes educational, interpretive, and promotional resources for the PC(USA) constituency.

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- 6.6.1 Approval and oversight.** The PHPAC shall approve general plans and goals for resource development and distribution and exercise oversight through the receipt and approval of program updates at least annually.
- 6.6.2 Funding.** Funding for resource development and distribution shall be approved as part of the PHPAC's budgeting process. PHP staff shall have the authority to approve expenditures for these activities within the approved budgets.
- 6.7 Scholarships.** The PHPAC may commit grant funds and adopt criteria for scholarship programs. Scholarships shall be approved by staff in response to written applications and in accordance with the approved criteria.

7 Resource Allocation.

7.1 Distribution Among Focus Areas. The undesignated financial resources entrusted to the PHP shall be distributed among the focus areas according to the following formula:

- Activities in five focus areas outside the United States 50%
- Direct Food Relief and Development Assistance in the United States 22%
- Hunger Education and Lifestyle Integrity in the United States 8%
- Public Policy Advocacy in the United States 10%
- Constituency Education (Hunger Action Grants) 10%

7.2 Distribution Among Programmatic Approaches. Annually, the PHPAC shall adopt a budget, within the limits determined by the Worldwide Ministries Division, that reflects the above percentages and distributes funding among the various programmatic approaches in accordance with its priorities and strategies for the coming year. The PHPAC may revise the budget within Worldwide Ministry Division guidelines.

7.3 Spending Authority.

7.3.1 Direct Grants and Hunger Action Grants. The PHPAC shall approve all Direct Grants and Hunger Action Grants, and the minutes of the Advisory Committee meeting shall serve as authorization for payment of the grant.

7.3.2 Block Grants and Support Allocations. Block Grants and Support Allocations shall be budgeted by the Advisory Committee and expended by staff upon receipt of required background information and according to schedules developed to balance cash flow.

7.3.3 Programmatic Activities, Resources, and Scholarships. Staff, guided by Advisory Committee-approved budgets, strategies and

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priorities, shall have authority to approve expenditures for Programmatic Activities, Resources, and Scholarships.

ATTACHMENTS

- A Common Affirmation on Global Hunger
(General Assembly Action)**
- B Guidelines for Advisory Committees
(Worldwide Ministries Division Policy)**
- C Specific Criteria for Grants**