



Presbyterian Hunger Program

U.S. Based Projects Grant Application Instructions

General Information

The Presbyterian Hunger Program (PHP) is a ministry of the General Assembly Council of the Presbyterian Church (U.S.A.). It is an expression of the church's commitment to honor the prophetic call to "let justice flow down like waters" and Jesus' command to feed the hungry. Because of the generous giving of church members to the annual One Great Hour of Sharing, PHP is able to provide grants to organizations addressing hunger and its causes, both in the United States and around the world. This application form is for activities to be carried out in the United States (Please phone or [visit our web site](#) for an International Projects Grant Application.)

*The PHP also offers a Congregational Hunger Ministry Grant program, which provides grants of up to \$5000 to sessions of PC(USA) congregations for **new** hunger ministries which they direct. Matching grants of up to \$1,000 are also available for direct food relief ministries. These grants match the congregation's cash contributions and/or the value of donated space, food, and volunteer time. [Congregational Hunger Ministry Grant applications and instructions](#) can be downloaded or requested from the PHP office.*

*Please note that applicants need to include a W-9 form. The form can be found at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Funding Areas:

1. Direct food relief
2. Hunger-related development assistance
3. Education about hunger and its causes
4. Influencing public policy related to hunger
5. Lifestyle integrity

These program areas are more fully described in the PHP *Operating Guidelines*, which are included in the grant application packet and available for download on our web site (www.pcusa.org/hunger).

New Funding Guidelines beginning 1/1/07 have changed accordingly:

- A. Organizations, including PC(USA) congregations, demonstrating that a significant part of their work, or the specific project for which funds are being sought, attempt to address root causes of hunger, will be eligible for grants from \$500 to \$15,000.
- B. Projects whose strategies, activities and outcomes do not sufficiently attempt to address root causes of hunger will not be eligible for funding. Exceptions to this rule follow:
 - Projects that help feed or house an especially underserved constituency will be eligible for funding up to \$5,000.
 - Presbyterian congregations running a hunger or homelessness ministry will be eligible for funding up to \$1,000 to match local financial or in-kind contributions.
 - Presbyterian congregations creating a new hunger ministry or adding to an existing hunger ministry with a new type of hunger/poverty initiative will be eligible for seed funds up to \$5,000 to match local financial or in-kind contributions.

Application Review

Grant awards are made by the PHP Advisory Committee based on reviews by committee members, PC(USA) staff, and representatives of PC(USA) regional synods and presbyteries. These representatives will sometimes request on-site meetings with representatives of the applicant organization.

Grant Amounts

PHP grants are typically between \$500 and \$15,000. The amounts are determined based upon demonstrated need, availability of PHP funds, project efficacy, track record and congruence with PHP funding criteria.

Deadlines

Applications **postmarked by June 30** will be considered at the annual October Advisory Committee meeting. The shortest turn-around for an application is 4-5 months, but can be as long as a year if you just missed the cut-off date listed above. The deadline may change from time to time; please check our [website](#) for the most up-to-date information.

Please read the "Important Information" at the top of page 1 of the application form carefully.

Section I. General Data

Note: Sections I, II, IV, and V must be completed on the form provided.

1. **Name of Applying Organization.** PHP Guidelines stipulate that an application must be submitted by an organization – not an individual or business. Ordinarily, organizations should have 501(c)(3), charitable non-profit, status. If not, a fiscal sponsor can be stipulated. Congregations that are initiating or expanding ministries may apply using this form, but may find the "Congregation-Based Hunger Ministry Grant Application" more appropriate. **Please remember to attach a copy of the cover letter of the organization's latest audit**, if an audit was done, or if not, financial statements for the previous two years.
2. **Project Title.** If funding is being requested for a specific activity or project, enter the project's name. Otherwise, indicate "General Support."
3. **Mailing Address.** Enter the complete mailing address of the organization.
4. **Contact Person.** Enter the name of the person the PHP should contact if we have questions concerning your application.
5. **Job Title.** Enter the position title of the Contact Person.
6. **Phone.** Enter the office phone number for the organization.
7. **E-Mail.** Enter the organization's primary e-mail address.
8. **Webpage.** Enter the web address of the applying organization.
9. **Applying Organization's Total Annual Budget.** Enter the total expense budget for the organization listed in question #1, including the budgets of any projects under its control.
10. **Budget Year.** Enter the time frame on which the Total Annual Budget is based.
11. **Project's Total Budget (12 months).** Enter the total annual expense budget for the activities for which you are seeking this grant funding. If the project will last for less than a full year, list the project's total budget. If the application is for "General Support," this amount should be the same as the amount in question 9.
12. **Amount Requested from PHP.** Enter the amount you are requesting from the Presbyterian Hunger Program. Please keep in mind that our grants typically range from \$500 to \$15,000 and

that we rarely fund the entire budget of a project or organization.

13. **Timeframe for Use of Funds.** Indicate the beginning and ending date of the period for which funding is being sought.
14. **Previous Funding from PHP.** List the year and amount of all grants from PHP for the applying organization.
15. **Previous Funding from other Presbyterian Sources.** List the source, year, and amount of funding from PC(USA) congregations, presbyteries, organizations, and other grant programs.
16. **PHP Program Area Addressed.** Choose one or two of the PHP program areas (see *Guidelines* for descriptions) that are the primary focus of the proposed activities.
17. **Geographic Focus.** Check the option which best describes the geographic focus of the activities you propose. If you choose “regional,” please describe the region.
18. **Synod.** Enter the name of the Presbyterian Church (U.S.A.) synod in which the proposed activities will take place. A [map of synods and presbyteries can be found online](#), or you can contact the PHP office (see page 1). For nationwide projects, enter “National”
Presbytery. Enter the name of the Presbyterian Church (U.S.A.) presbytery in which the proposed activities will take place. ([Online map of presbyteries](#)) Or you can contact the PHP office (see page 1) (If the scope of the project is beyond the bounds of a single presbytery, enter “N/A.”)
- 19/20. **Date and Signature.** The application must be dated and signed by the Executive Director or chief administrative officer of the Applying Organization. The signature indicates that the submission of this application is within the authority granted to the signer by the governing body of the Applying Organization.

Section II. Specific Project Information

The questions in this section can be answered directly on the form or by using your word processing software, provided you include the questions with your answers and your responses to all questions in Section II do not exceed 5 pages. (No smaller than 11 point font, please)

Suggestions for preparing to answer the questions in Section II:

Read the information in the box at the top of page 2 very carefully. PHP funding criteria are more fully described in our *Operating Guidelines*. If a copy was not included with this application, you can obtain one by phoning us at 888-728-7228, ext. 5819 or visiting our web page at www.pcusa.org/hunger.

Read all the questions thoroughly before beginning to write your answers. Make a list of all the information you want to share and decide under which question each piece of information is most appropriately included. This will allow you to avoid repetition and make your application shorter and more concise (our reviewers love that).

Remember, the questions are your friends! They help you tell us how your proposed project meets our criteria. Don't argue against them; use them to your benefit.

Notes on the questions:

1. This 150-word summary (typically 10–12 lines) will be our internal working description of your project. Keep the focus on what you plan to *do*, not the reasons why you are doing it.

2. This is your opportunity to tell us what needs or problems you hope to address and how the proposed activities will make a long-term difference in your community. Remember that our *Guidelines* require that funded projects have “an eye for long-term solutions.” This is especially true with our [new guidelines](#). If your proposed project does not somehow address the underlying causes of hunger, it will almost definitely not be funded. If this particular project does not address long-term solutions to hunger, but other programs of your organizations do, be sure to note that in your answer and indicate how the proposed activity will relate to these programs.
3. Tell us about the organization, its history, and its accomplishments. Also tell us about its governance. Our *Guidelines* require involvement in the planning and implementation of funded projects by those benefiting. How does your organization’s structure and practice make this possible? If it does not, your application will most likely not be funded.
4. Tell us what you expect to accomplish. At the end of the grant period, what will have happened and what will have *changed*?
5. The focus of this question is activity. *Who* will be doing *what*, *when*? If the activities are ongoing throughout the grant period, there is no need for a timeline; otherwise tell us your plan for how the activities will progress during the period.
6. Our Guidelines require an evaluation based on these objectives. How will you measure your results – your successes and shortcomings? How will you evaluate your process (the way you worked together toward your objectives and how you treated each other)?
7. There are two important pieces of information here: 1) Who will benefit from this project, and 2) how will they be involved in its planning, implementation, governance and evaluation? Our *Guidelines* require that the proposed activities “benefit poor people, especially women, racial-ethnic persons or other disadvantaged groups” and that those benefiting “be involved in the planning and implementation of these activities.”
8. Describe the applying organization’s relationship to local congregations, denominations, and/or ecumenical organizations. Indicate the ways that churches will be involved in the activities proposed in this application?
9. Because our *Guidelines* require appropriate relationships with other organizations carrying out similar or related work, describe those relationships here. If your proposed activity duplicates other efforts in your community, tell us why it is needed.
10. Our funding criteria require “a viable long-range financial plan for self-sufficiency and/or increasing community support.” The PHP does not typically fund local organizations more than two or three years, and our reviewers look for an indication that there are plans for funding the proposed activity beyond our grant period.

Section III. Financial Information

Note: (1) Be sure to attach a copy of the cover letter to your organization’s latest audit.

(2) Also, enclose a completed W-9 form, which can be found at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

We realize that we are asking for a significant amount of work when we ask you to translate your budget to our form. We find this necessary, however, because our volunteer reviewers are asked to read many applications, and it is difficult to find relevant information when presented with a wide variety of budget formats. The form can be completed in the normal application with word processor; in a

spreadsheet and then pasted into the application; with a typewriter; or by hand. Before completing the form, please note the following:

- If the grant application is for “General Support” of your organization, the budget form should reflect the organization’s entire budget. If you are requesting funding for a specific project, the form should show expenses and income on the first page for that project only, and you must summarize the organization’s total budget on the second page in lines 63-72.
- **All organizations / projects** (for which this is not their first year of existence) must provide the corresponding figures for the 12-month period preceding the grant request period. If the two budgets show a substantial change in an expense or income category, be sure the narrative questions address the reasons for the change. (If this project has not existed before, you are only required to complete the right-hand column).
- **NOTE: You must fill out the budget figures for the 12 months prior to the grant request budget period**, even if this is the first time you are applying to PHP. **Please call or email** the PHP office if you have questions about this.
- If you plan to show “in-kind” income on line 25, you must also show the value of those in-kind contributions in the expense categories of the budget. In-kind income and in-kind expenses must balance. It is generally not a good idea to show the value of volunteer hours as either in-kind income or in-kind expenses, since this would inflate your personnel costs.
- Concerning “Program Costs:” It is generally advisable to show *program* costs separately from *personnel* and *operating* costs, but this is not always feasible. Depending on the type of activities for which you seek funding, you may have very few programming costs beyond staffing. You may choose to report your costs whichever way best fits your organization’s activities.

Notes on specific line items:

1. **Salaries.** Include all salary costs (other than benefits) for employees working on this project. This figure will be broken down to reflect the salaries of individual employees in Section V. The amount stated here should equal the “Total Project Salaries” shown in Section V.
2. **Benefits.** Provide a breakdown of these benefits on page 9, line 31-35.
- 3-6. **Consultant and Contract Services.** List the personnel costs for non-employees.
7. **Personnel Sub-total.** Add lines 1-6.
- 8-19. **Operating Costs.** Enter the portion of operating costs attributable to the proposed project. Any costs not fitting in the categories listed should be noted on lines 18 and 19.
20. **Operating Costs Sub-total.** Add lines 8-19.
21. **Program Costs.** Break down the program costs on lines 36-42 and enter the total here. See note about program costs above.
22. **Total Expenditures.** Add lines 7, 20, and 21. This line of the far-right column should equal the amount shown in Section I, question 11.
23. **Self-generated Income.** Include income generated by membership fees, fundraising events, sales, and other program activities.

24. **Grants already committed.** Include here the total amount of grants and individual donations (not including membership dues) that have already been committed for the proposed project. List the sources and amounts on lines 44 through 50. If a parent organization is committing a portion of its general funds for this specific project, you may include that amount here, noting the commitment on one of the lines 44-50.
25. **Value of in-kind services and contributions.** Including in-kind services and contributions often provides a fuller picture of the scope of a project. See the note on in-kind contributions above. If you believe the inclusion of in-kind contributions inflates your budget presentation, you may choose to provide an addendum explaining how in-kind contributions will be used in this project.
26. **Interest income.** If the proposed project will be funded by interest or endowment income, show the total of that income here.
27. **Other income.** Use lines 52-54 to list other income for the proposed project and enter the total here.
28. **Total committed income.** Add line 23-27. This should indicate the total amount of funds that are currently committed to meeting the expenditures shown in line 22.
29. **Income needed to balance budget.** Subtract line 28 from line 22. This figure should indicate the amount currently needed to cover all the projected expenses in line 22.
30. **Request from PHP.** Enter the portion of line 29 that you are requesting from the Presbyterian Hunger Program.
- 44-50. **Grants Already Committed.** Include here grants that are already committed for both the previous year and the project year.
- 56-62. **Potential Grants.** List all potential sources of grant income for this project. Show organization to which you already have submitted, or plan to submit, grant applications and the amount requested.
- 63-72. **Applicant Organization Budget Summary.** If the grant application is for a specific project, use these lines to summarize the total budget of the applying organization, including all projects under its control.

Section IV. Representation

1. **Representation Chart:** Our reviewers look for an indication that the decision-making body of an organization adequately reflects the interests of the population being served. The data requested on the Representation Chart help provide that information. If your organization does not gather the requested racial-ethnic and income information, it will be more difficult for us, and other funders, to make that determination. You may choose to make estimates if the actual data are not available. If you do, please clearly mark "estimate" at the top of the page.
2. In the space at the bottom of the page, explain how, and by whom, members of the Board of Directors are chosen.
3. Attach a listing of the Board of Directors, including any helpful information on occupations, affiliations, etc.

Section V. Staffing

1. **Staff Listing.** List each staff position by title (not the name of the employee), indicate the total number of hours each works for the organization, the salary for the grant period, the percentage of time dedicated to the proposed project, and the salary attributed to this project (this figure should equal the total salary times the percentage of time dedicated to the project). The “Total Project Salaries” must equal line 1 on the Budget Form. Note: if there are several persons performing the same function, you may use one line to summarize the information for the group and indicate the number of employees in the left margin.
2. **Salary Range.** In considering an application, our reviewers often refer to the ratio of an organization’s top salary to its lowest. Please provide the information requested for the highest and lowest paid (as determined by earnings per hour) members of the staff of the applying organization.

Please complete this checklist () before submitting your application.

- The application is signed by the Executive Director (fax the first page if necessary).
- A listing of the Board of Directors is attached.
- The budget form balances, and the appropriate correlations have been made between budget figures and the entries in Section I (on the first page).
- The Representation Chart has been completed.
- Email** the application, board list and other attachments. If unable to email, please mail only 1 copy.

Some of the following items may be difficult to email in electronic format. If so, please mail.

- A letter (or letters) of support/endorsement from independent groups or individuals is attached.
- A copy of the cover letter from your latest audit.
- A copy of your current W-9 form (download at www.irs.gov/pub/irs-pdf/fw9.pdf).
- Have you submitted a Progress Report for your last PHP grant **if** you have previously received a grant from PHP? If not yet submitted, you plan to submit it by _____ (date).

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