

**APPLICATION FORM FOR DOMESTIC HUNGER PROJECTS
PENNIES FOR HUNGER/TWO CENTS-A-MEAL
(RESTRICTED HUNGER FUNDS)**

SALEM PRESBTERY HUNGER COMMITTEE

Please write all answers on this form: add extra sheets only if necessary.

A. IDENTIFICATION

1. Name of Organization: _____

Address: _____

Phone Number: _____

2. Name and Title of principal contact person: _____

Address: _____

Phone Number: _____

3. Sponsor(s) of this project:

a. List name of churches and name of ecumenical agencies,
community agencies, and other funding sources:

B. DESCRIPTION OF PROJECTS:

1. What does the project/agency do?

a. What has been accomplished?

b. How many people per month does the project/agency help feed?

- c. What kind of food assistance does the program/project provide?
(meals, grocery vouchers, food boxes, other) Specify.

- d. How many people are helped per month with other kinds of assistance?

- 2. What does the project/agency plan to do with Salem Hunger Funds if granted?

- 3. Which of the following Hunger Fund guidelines is applicable to your project? (see also the attached guideline)
 - _____a. New Project
Have you been in contact with similar existing programs in order to benefit from their experience? Specify.

 - _____b. Planned expansion of existing project
 - _____c. Existing program in an emergency or special situation. What steps are being taken in order to avoid a future emergency?

 - _____d. On going

- 4. Area Served:

- 5. How does this project involving food assistance fit in with the overall purpose of your agency?

6. Organization structure, who approves disbursement of funds? Describe staffing, (paid or volunteer) including who approves disbursement of funds.

C. **BUDGET**

1. Attach proposed budget showing receipts and expenditures; (also submit agency/project's annual budget for the current year).
2. List main sources and amounts of income to date and projected sources of income for the current year. (Include private and public funding.)

a. State plans for financing this project beyond the current year.

b. Amount of funds being requested from Salem Presbytery Hunger
Fund: \$_____

Recipients of project funding shall report to the Hunger Committee at the end of the funding year on the use of funds and the effectiveness of the project.

D. **FOR SESSION ENDORSEMENT**

1. Describe how your congregation is involved in the Project.

2. Does your church participate in the Pennies for Hunger/Two Cents a Meal offering? _____

3. Endorsement:

Project name _____
was approved by the Session of the _____
Presbyterian Church of _____
(City)

North Carolina, on _____.
(Date)

Signed: _____
(Clerk of Session or Pastor)

Mail to: Hunger Action Enabler
Salem Presbytery
P.O. Box 1763
Clemmons, NC 27012

The phone number for the Presbytery office is (336)766-3393.

Applications are due in the Presbytery office by
February 1 for Spring grants and
August 1 for Fall grants.

Agencies can apply once each funding year.
An Accountability Report must accompany your application
if grant monies have been received in previous years.

Revised 4/08

SALEM PRESBYTERY HUNGER FUNDS GUIDELINES

(Pennies for Hunger/Two Cents-a-Meal Offerings)

Goal

To address hunger-related problems through provision of direct food relief or development assistance in ways which reflect an understanding of the root causes of hunger and uphold the integrity of God's creation. Participation of those to be served shall be encouraged in the planning and implementation of the projects.

Categories

The categories for which grants will be approved are as follows:

1. Domestic Projects

First consideration shall be given to new and expanding projects which address root causes of hunger and/or provide food relief. When these priorities have been addressed, funds may be granted to continuing programs or to local or national emergencies. These funds shall be administered by Shalom Cluster of Salem Presbytery as recommended by the Community Grants/Hunger Function Group and approved under these guidelines.

2. International Projects

Priority shall be given to partnerships developing long-term commitments with particular programs and churches abroad, through an integrated approach designed to enable people ultimately to meet their essential needs on their own. Such partnerships shall be established according to guidelines provided by the Worldwide Ministries Division, Presbyterian Church (U.S.A.), and shall include a Memorandum of Understanding between Salem Presbytery and the partner. Funds for such partnerships shall be set aside before consideration of other grants, and shall be administered by the Worldwide Ministries Cluster of Salem Presbytery as recommended by the International Hunger Function Group and approved under these guidelines.

Other short-term partnerships of up to three years duration may be established between Salem Presbytery and a church or other affiliated agency/organization within the bounds of Salem Presbytery, which are international in scope and purpose. Requests for such partnerships shall be accompanied by a description of the program, a budget and a listing of other financial resources. Funds for these partnerships shall be provided as available, and shall be administered by the Worldwide Ministries Cluster of Salem Presbytery as recommended by the International Hunger Function Group and approved under these guidelines.

Formula for Distribution of Hunger Funds

- | | |
|---|-------|
| 1. International (Worldwide Ministries Cluster)
(2.5% of this amount shall be designated and set aside for international emergency needs). | 47.5% |
| 2. Domestic (Shalom Cluster)
(2.5% of this amount shall be designated and set aside for local and national emergency needs). | 47.5% |
| 3. Education and Promotion (Worldwide Ministries Cluster)
(Salary and expenses of the Hunger Action Enabler may be funded either partially or entirely by this portion of the Fund. Function Group expenses, however, for both Domestic and International shall be funded out of Salem Presbytery's operating budget). | 5.0% |

Guidelines for Domestic Hunger Fund Grants

1. Application Criteria

- Eligible programs shall have the endorsement of a Session of the Presbyterian Church (U.S.A.) within the bounds of Salem Presbytery.
- Eligible programs shall be supported by involvement of church members, both prior to funding and on a continuing basis.
- Ecumenical involvement is encouraged, particularly when challenge grants or matching funds are utilized.
- Applications shall be complete in order to be considered. There must be
 - A clear description of the project and its goals,
 - A current and proposed budget, and
 - Session endorsement.

2. Application Process

- There shall be two funding cycles each year. Programs shall apply to only one per year. All churches shall receive notification of the application criteria and the process by June 1 and November 1 of the funding year.
- **Completed applications must be received in the Presbytery office by August 1 and January 7 of the funding year.**
- Grants shall be awarded for one year. Programs desiring further funding must reapply each year.
- Funds shall be used only for the purpose specified in the grant application.
- Funds unused by the end of the funding year shall be returned to Salem Presbytery.

3. Approval Process

- A member of the Community Grants/Hunger Function Group shall visit each program prior to funding, when possible. In addition, a representative from the program shall be interviewed.
- Grant recipients shall complete a performance report on the use of the funds and the effectiveness of the program at the end of the funding year.

Applications for funding renewal shall be considered only after the performance report on the previous year has been received.

- Grants shall be awarded in the Spring and Fall of the funding year *and shall be disbursed by the treasurer of Salem Presbytery.*
- Grants up to and including \$1,000 require only Community Grants/Hunger Function Group approval.
- Grants above \$1,000 up to and including \$5,000 require approval by Shalom Cluster, upon recommendation of the Community Grants/Hunger Function Group.
- Grants above \$5,000 require approval by Presbytery's Council Cluster upon recommendation of Shalom Cluster *and the Community Grants/Hunger Function Group.*

Domestic Emergency Needs Procedures

1. A sub-group on emergency needs, consisting of either the Community Grants/Hunger Function Group moderator or the Shalom Cluster moderator, plus two members of the Function Group, shall be empowered to approve emergency grants.
2. The sub-group may make immediate disbursements up to and including \$1,000. The Community Grants/Hunger Function Group shall approve grants above \$1,000.
3. Documentation of need shall be kept for each emergency situation, indicating:
 - a. evidence that hunger needs do exist – not only general disaster relief,
 - b. other agencies and/or Presbyterian structures who are helping in the need,
 - c. the avenue for getting funds to the point of need,
 - d. the ECO number when applicable, and
 - e. any further information.
4. Shalom Cluster shall notify Presbytery's Council Cluster of the emergency grant at the Council Cluster meeting immediately following the disbursement.

Guidelines for International Hunger Fund Partnerships

1. Long-term international partnerships shall be established according to “The Partnership Process: Guidelines for Presbytery and Synod International Partnerships” (Revision – February 1998) (see Attachment)
2. Short-term international partnerships
 - a. Application Criteria
 - Eligible programs designed to address hunger-related problems shall have the endorsement of a Session of the Presbyterian Church (U.S.A.) within the bounds of Salem Presbytery.
 - Eligible programs shall be supported by involvement of church members, both prior to funding and on a continuing basis.
 - Ecumenical partnerships are encouraged
 - Funds shall be used only for the purpose specified in the partnership application.
 - b. Application Process
 - Applications shall be complete in order to be considered. There must be
 - a clear description of the project and its goals,
 - a current and proposed budget,
 - a listing of other financial sources,
 - Session endorsement
 - Completed applications must be received in the Presbytery office at least six months prior to the year of funding.
 - Partnerships shall be established for not longer than three years.
 - A Memorandum of Understanding
 - c. Approval Process
 - Representative from the proposed partnership shall be interviewed.
 - Grant recipients shall complete a performance report on the use of funds and the effectiveness of the program at the end of the funding year. Applications for funding renewal shall be considered only after the performance report on the previous year has been received.
 - Grants shall be disbursed by the treasurer of Salem Presbytery.
 - Partnerships shall be approved by Salem Presbytery upon the recommendation of Worldwide Ministries Cluster Group.

International Emergency Needs Procedures

1. A sub-group on emergency needs, consisting of either the International Hunger Function Group moderator or the Worldwide Ministries Cluster moderator, plus two members of the Function Group, shall be empowered to approve emergency grants.
2. The sub-group may make immediate disbursements up to and including \$1,000. The International Hunger Function Group shall approve grants above \$1,000.
3. Documentation of need shall be kept for each emergency situation, indicating:
 - a. evidence that hunger needs do exist – not only general disaster relief,
 - b. other agencies and/or Presbyterian structures who are helping in the need,
 - c. the avenue for getting funds to the point of need,
 - d. the ECO number when applicable, and
 - e. any further information.
4. Worldwide Ministries Cluster shall notify Presbytery's Council Cluster of the emergency grant at the Council Cluster meeting immediately following the disbursement.

These guidelines or any portion of them may be set aside by Salem Presbytery by a two-thirds majority vote.

Revised by Salem Presbytery on October 26, 1999, to become effective on January 1, 2000.