



HOPE  
PRESBYTERIAN  
CHURCH

*Invite all to worship God, grow in faith,  
follow Jesus by serving others*

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## **GENERATION TO GENERATION FUND 2017 GRANT REQUEST GUIDELINES**

The gifts given to the Generation to Generation Fund (G2G) are to enable the ministries of Hope Presbyterian Church to thrive beyond the annual operating budget. Therefore, the grant request process seeks proposals that expand our ability to engage in inviting all to worship God, growing in faith, and following Jesus by serving others.

We are requesting each Commission and the Board of Deacons to consider projects, new ministries, and programs expansion they would like to initiate this year. These projects would necessarily be outside the normal operating budget and funds. Per our bylaws, a minimum of 25% of the funding is designated for service and outreach. **All submissions are expected to be comprehensive with detailed bids.**

*We encourage any member of the congregation who has an idea for a grant to come forward. Members with ideas must work with the appropriate Commission or the Board of Deacons to insure that there is a complete plan (purpose, interest, schedule, and detailed budget) is developed to present to the Committee for consideration. Upon review of the proposals, the G2G Committee may or may not choose to fund a particular project. The Committee may also ask for additional information, clarification or modification of the proposal. The final decision rests solely with the Committee.*

### **Complete and submit proposals no later than April 18, 2017**

Proposals that are received after the deadline, or are incomplete, will only be considered if there is grant money remaining after all proposals which met the deadline are considered.

Each commission has been assigned one member of the G2G committee to work with regarding their proposal(s). Any questions concerning proposal creation (e.g. level of detail required), submission, or help in completing the proposal form should be directed to:

- Ron Shaw Administration
- Mike Regan for Service or Fellowship
- Marie Baker for Evangelism and Hope Children's Center
- Sue Floyd for Christian Education and Worship
- Julie Albrecht for Deacons
- Mary Dulaney for Stewardship

Please be prompt and submit the proposals as soon as possible to allow sufficient time for consideration and questions.



## **Project Description:**

- **Detailed description** of your project with clear and complete documentation of purpose, costs (including vendor bids and equipment pricing),
- **Why** the project is important, and on whom it will have a positive impact.
- **How** Hope PC members will be involved in the execution of the project.
- For new ministries and programs, is there a **plan for funding** of this ministry beyond the proposed grant?
- Implementation **schedule** (assuming funds become available by June 15, 2017).
- Plus, include any **additional information** that may be important to the committee's review of your grant proposal.
- The project description should also address all areas of the **scoring rubric**. Without this information, the committee may not be able to properly evaluate the grant request.

## **Support Material:**

- If you are using a contractor/vendor to execute any part of your project, please **include a minimum of two bids**.
- If the lowest cost bid is not chosen, please indicate why.
- Include a **timeline** of when you will need funding. G2G funds are held in the Texas Presbyterian Foundation (TPF), not in a bank. We request the funds as they are needed at the beginning of each month. TPF takes some time to send us the funds. When they are available, they will be released to grantees.



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### **Additional Considerations:**

Any purchases and other payments that you make on behalf of the grant must follow the guidelines in the “**Process for Grantee Access to G2G Grant Funds and File System**” document posted on the Hope PC website. This will insure that:

- The church is able to maintain proper records of all funds disbursed,
- No overpayments are made (e.g. **we should not pay sales tax**),
- Payments are made to the right people or businesses,
- Payments are properly reviewed by the G2G financial secretary and the church’s financial administrator before disbursements are made.



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**To submit your proposal, do one of the following:**

- **Electronic submission** – Use the last page of this document as a cover sheet, and submit your document as a .doc or .docx word document, or a .pdf and email it to Marie Baker at [bakermm@sbcglobal.net](mailto:bakermm@sbcglobal.net). The documents should have all supporting documentation attached. Or,
- **Submit in hard copy** – Use the last page of this document as a cover sheet, and leave two copies of your request and all supporting documentation in the G2G Committee mailbox at the church office.

If your grant is chosen for funding, you will be asked to supply regular updates, and possibly a presentation to the committee, so that we can report progress and successes to the congregation. You will also be asked for photographs or other visual aids that can be used on the G2G bulletin board in the Fellowship Hall so that the congregation can continue to be informed of the good work done by you with your G2G grant(s).

Finally, from all the Generation to Generation Fund members, we salute you for all your hard work and great ideas. We may not be able to fund all of the projects submitted, so it is important that you make your best case in your proposal.

Blessings to all of you,

Marie Baker  
Ron Shaw

Sue Floyd  
Julie Albrecht

Mike Regan  
Josh Robinson

Mary Dulaney  
Jack Rightmyer



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**GENERATION TO GENERATION FUND  
2017 GRANT REQUEST  
Submission Deadline: April 18, 2017**

**Proposals received later than this date will be considered only after proposals received by the deadline.**

Name of Commission (or note if the Board of Deacons): \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ (evening)

Email: \_\_\_\_\_

Amount of Funds Requested: Minimum \$\_\_\_\_\_ Maximum \$\_\_\_\_\_

**Title for your request:** \_\_\_\_\_

**Required attachments:**

- Complete description of the project, program, or ministry being proposed.
- Implementation schedule, funding timeline
- Supporting documentation of costs
- Other material as needed