



## Small Church Fund Grant Application

Only churches within Presbytery of the James are eligible for these grants.

### General Information

---

Church \_\_\_\_\_

Name of Person Completing Application \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Your Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Prefer Contact By (Circle One)  
Mail Phone Email

Nature of This Grant: \_\_\_\_\_ Emergent \_\_\_\_\_ Urgent

Specific Purpose of Grant \_\_\_\_\_

Explain how this grant would assist in the ministry of your congregation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Funding

---

Amount Requested \$ \_\_\_\_\_ (Must Comply With Fund Request Limits \$5,000 Max)

Amount congregation will commit to the project \$ \_\_\_\_\_

*If the need to be addressed is for a capital purchase (equipment, furnishings, repairs, renovations, etc.) please attach bids/pricing from two contractors or businesses.*

First bid: \$ \_\_\_\_\_ Second bid: \$ \_\_\_\_\_

If the need is of an emergency basis, please describe and provide details about when funding may be needed: \_\_\_\_\_

\_\_\_\_\_

If the need is for a ministry or mission cause, not capital improvements, what do you hope to accomplish, when, and how? Please complete the following to identify your most important goals/objectives (up to 3).

Attach additional pages if necessary:

Goal Objective	Expected Outcome	How will it be measured?

If you are receiving funds from other sources, please indicate the amount and source: \_\_\_\_\_

\_\_\_\_\_

If the grant requested is for a capital improvement, please provide the overall anticipated project costs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Sessional Approval

The Session of \_\_\_\_\_ Presbyterian Church, meeting on \_\_\_\_\_ (date) approved this grant application and agrees that the funds requested will be spent exclusively on the needs described herein.

\_\_\_\_\_  
Clerk of Session

## **Project Budget**

---

Include:

1. Budget of the projected costs of the project.
2. If an “emergent” project, include a cost projection of how funds will be used over time and an explanation of how the project or ministry will be sustained in the future after the initial grant.

## **Annual Church Budget, Saving Accounts, Investments**

---

Include:

1. Copy of current year’s “line-item” congregational budget
  2. Current year’s projected congregational income and expense data, if not in budget above
  3. Current balance sheet including funds in checking and saving accounts, CDs and other investments, endowments and also outstanding obligations (mortgage, loans, etc.)
  4. You may note below any upcoming unbudgeted expenses you anticipate that may decrease the amount of your available funds.
- 
- 
- 

## **Submit Grant Application**

---

Send completed application and supporting documentation to:

Presbytery of the James  
Attn: Small Church Urgent/Emergent Grant  
3218 Chamberlayne Ave.  
Richmond, VA 23227

The application materials may also be sent via email to

[office@presbyteryofthejames.org](mailto:office@presbyteryofthejames.org)