

# **ALBANY PRESBYTERY**

## **New Initiatives Funding Request**

Board/Congregation/Organization \_\_\_\_\_

Project Name \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Contact Phone \_\_\_\_\_

Total Amount Request \_\_\_\_\_

### **Please attach the following:**

- A brief description of your board, congregation, faith community or coalition. Its mission, service area, members and other participants, current programs and activities.
- A concise description of the proposed ministry/ministries, including the following:
  - Project Name
  - Start and Completion Dates
  - Statement of Need
  - Proposed Course of Action – what, when, where, how and how many will be served
  - Relevance to the mission, vision, core values and critical issues of Albany Presbytery
  - Anticipated Results
  - Methods to be used to measure effectiveness of the activity
  - A list of people who will be responsible for this project, noting their role in the project, faith community affiliation, occupation, address, email address and phone number
- Financial information including:
  - Your current organizational budget
  - A budget for the proposed ministry/ministries including estimated expenses and anticipated income, noting the status of funding from each identified source. (If the project is on-going, please provide a projected budget indicating your financial strategy after the proposed funding period).

**WE, THE UNDERSIGNED, IF AWARDED FUNDING, AGREE TO USE IT ONLY FOR THE PURPOSE DESCRIBED IN THIS APPLICATION. FURTHER, WE COMMIT TO SUPPORT AND IMPLEMENT THE PROPOSED MINISTRY AND AGREE TO REPORT ON THE USE OF FUNDS AND RESULTS OF THE FUNDED ACTIVITY.**

**Project Coordinator:**

**Name** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Pastor/Organization Leader:**

**Name** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Lay Leader/Key Personnel:**

**Name** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

# GUIDELINES FOR REQUESTING NEW INITIATIVES FUNDS

We believe the budget should be a tangible reflection of the mission and core values of Albany Presbytery. The funding process is designed to sustain strong, effective ministries while supporting innovative responses to identified issues.

## FUNDING CRITERIA:

In making funding decisions, reviewers will carefully consider a variety of factors. Funding priorities and evaluation criteria are as follows:

- **Appropriateness** – The proposed ministry reflects the mission and core values of Albany Presbytery and the discipline and practice of the Presbytery.
- **Innovation** – A new, perhaps unusual, approach will be used to address one or more other identified issues.
- **Connection** – Proposed action promotes connection between Albany Presbytery, the local church and the larger church.
- **Effectiveness** – A well-planned course of action will result in tangible, measurable results showing significant impact on the issue to be addressed.
- **Organizational Capacity** – The applicant organization has the necessary vision, passion, leadership, management skills and supplementary resources to implement the proposed ministry and the proposed ministry has deep organizational support (both clergy and lay commitment involvement).
- **Need** – Requested funds are necessary to carry out the proposed activity. The proposed ministry does not duplicate other efforts.
- **Other Considerations** – Geographic distribution of funds across the Presbytery, potential for project replication and willingness to share experience, outreach and collaboration.

# **APPLICATION PROCESS**

All groups desiring New Initiatives Funds will prepare an application using the form supplied.

Applications for funding from the Fund will be accepted on an ongoing basis.

Please submit applications to:

Albany Presbytery  
1915 Fifth Avenue  
Troy, NY 12180

Applications for New Initiatives Funds will be notified that their applications have been received.

The Review Process will include:

- Policy and concept review by the Council which will prioritize proposals according to appropriateness, innovation, connection and other considerations
- Viability determination by the Council which will examine proposals for need, potential effectiveness, organizational capacity and past responsibility
- In most cases, review will include consultation with the applicant and/or others knowledgeable about the interest area or geographic area

All recipients of funding from Albany Presbytery will prepare a brief, written narrative and financial report on funded activities following a format provided by the Presbytery. Other forms of evaluation may include site visits, independent analysis of program effectiveness and interviews with other agencies in the same geographic area or interest area.