

*Congregation letterhead*

**Today's Date**

**COVID-19 Administrative Commission of John Calvin Presbytery**

The Reverend Dennis Winzenried  
The Reverend Chris Miller  
The Reverend Lou Ellen Hartley  
Commissioned Ruling Elder Bill Agnew  
Elder Martha Bledsoe

We [**Congregation**] are seeking support from John Calvin Presbytery to enable us to respond to needs in our community.

***[Provide a description of target population and geographical area, the immediate needs of the community, and explain the church's response to date.]***

**Is this request for (please check one)**

- Emergency needs of food, shelter, basic hygiene in your community
- Funds to do an established ministry a new way
- Beginning a new ministry, to provide long-term, sustainable solutions

**Amount you are requesting:**

**Amount of matching funds your church will contribute:**

*[Provide a skeletal budget relating to the objective(s) of the project.]*

It is General Council's hope that members of the local churches will give as they can, to multiply the effectiveness of the grant. The session can set a goal to match every grant dollar, or a fraction of every dollar.

Churches are encouraged to partner with other churches/agencies to coordinate aid in the community.

Our project will (be implemented, take place, etc.) on **[project date/period]**. The main objective(s) of our project is (are) to **[state aims and goals of project]**. *[Insert specifics of the project. State the problems to be addressed, provide a description of the work to be performed, and describe the expected results of the project. Include information on the ways this request reflects the priorities listed in the grant guidance document.]*

*Provide directions on how funds are to be sent. Once approved, we can mail a check or seek to make a direct deposit into the church's account.*

The committee requests follow-up reporting as to how the funds were used and the impact they made in your church and community.

Sincerely,

**Signature**

**Contact information**

**Name, title**

**Address**

**phone number**

**e-mail address**

*[The committee will consider requests up to \$2,500. Covid-19 grant monies are broken up into three cycles:  
\$33,000 ~ May 24 – August 31, 2020;  
\$34,000 ~ September 1– November 30, 2020  
\$33,000 ~ December 2020 to February 28, 2021*

*Churches can apply in each cycle. Priority will be given to churches that did not receive funds in a previous cycle.*

*The letter must be signed by or sent by someone with authority to act on behalf of the church: pastor, clerk or elder responsible for local mission ]*

***Please send grant application to:***

Dennis Winzenried – [pastordennis@mchsi.com](mailto:pastordennis@mchsi.com)

Cc: Malinda Spencer, Pastoral Presbyter – [m Spencer@jcpresbytery.com](mailto:m Spencer@jcpresbytery.com)

& Gail Wilson, Recording Clerk – [gwilson@jcpresbytery.com](mailto:gwilson@jcpresbytery.com)