

# **PATTERSON CHRISTIAN MINISTRY FUND**

## **OVERVIEW**

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### **HISTORY**

Mrs. Andrew (Ruth) Patterson bequeathed a sum of money to the First Presbyterian Church, Beaver, Pennsylvania, to support Christian ministry. First Presbyterian Church, in turn, irrevocably contributed a portion of this bequest to the Patterson Christian Ministry Fund (PCMF), established on October 22, 2008, to be disbursed through a field of interest fund administered by the Beaver County Foundation.

### **PURPOSE**

First Presbyterian Church created the Patterson Christian Ministry Fund to provide financial resources to dynamic Christian ministry organizations to assist with operating support, capital needs, Christian social services (including counseling) and any such activities deemed to promote, encourage and sustain the message and love of Jesus Christ in Beaver County and the surrounding area. Distributions from the fund may also be used to assist in the sponsoring of conferences and evangelism programs in Beaver County and the local region. The PCMF will make both stand alone and matching gifts, but does not intend to be the primary supporter of the receiving organizations. Qualifying Christian nonprofit organizations will promote local evangelism in keeping with Christ's great commission as found in Matthew 28:18-20 and/or show the love of Christ consistent with His words found in Matthew 25:45-46.

### **GRANT GUIDELINES**

The PCMF limits grants to Christian organizations, not individuals, in Beaver County and the local region and prefers to make grants for the following reasons:

- Christian evangelism and outreach ministries, particularly those that extend beyond the walls of established congregations.
- Christian ministries that serve the less fortunate in our society.
- Seed money for the start-up costs associated with new and innovative ministry programs.
- Support for organizations with a track record of fulfilling their mission.
- Grants which will generate additional funding (matching or challenge grants).
- Grants for programs that provide direct human services.
- Programs and training that empower the laity.

### **PAST PRACTICE**

PCMF grants have typically been in the \$2,000 to 10,000 range and often include the stipulation they be matched by other donors.

### **BOARD OF DIRECTORS AND FUNDING CYCLE**

The PCMF has a Board of Directors that seeks and reviews grant proposals, recommend funding and evaluate project/program effectiveness. Grant requests for the Spring Round must be postmarked by May 1 and are acted on around June 1, and requests for the Fall Round must be postmarked by November 1 and are acted on around December 1.

### **RESTRICTIONS**

The PCMF does not make grants to support:

- Individuals
- Debt service and retirement
- Internal programs of individual congregations

**PATTERSON CHRISTIAN MINISTRY FUND**  
**GRANT PROPOSAL INSTRUCTIONS**

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The Patterson Christian Ministry Fund (PCMF) accepts the Pennsylvania Common Grant Application Format (CGAF). This application is available on line through this link:  
[http://www.gwpa.org/s\\_gwp/bin.asp?CID=407&DID=36379&DOC=FILE.PDF](http://www.gwpa.org/s_gwp/bin.asp?CID=407&DID=36379&DOC=FILE.PDF)

This format was created to simplify the process of requesting and making grants. It is designed to benefit both grant seekers and grant decision makers who review grant proposals. By accepting the CGAF, the PCMF Board hopes to encourage Beaver County grant seeking organizations to submit their application to other foundations who also accept the CGAF. The Grant Makers of Western Pennsylvania website [www.gwpa.org](http://www.gwpa.org) lists some of these foundations and provides other useful information. The Beaver County Library System also maintains The Foundation Center database at their location at 109 Pleasant Drive, Suite 101, Aliquippa.



Before you begin, review the mission of the Patterson Christian Ministry Fund as stated in the Overview. Tailor your grant application to reflect your organization's and specifically your project's ability to fulfill this purpose.

Please use 12 point type and 1 inch margins with the following page limitations and numbering sequence.

**Page 1** The Cover Letter as described on page 2, section A of the CGAF, should include all of the bullet points and be limited to one page or less.

**Page 2** The Common Grant Application Cover Sheet, page 5 of the CGAF, should not exceed one page. Note: For the application to be valid, the cover sheet **MUST** be signed by the President of the Board **AND** the Executive Director or equivalent position.

**Page 3** Executive Summary as described on page 2, section C of the CGAF, should include all of the bullet points and again be limited to one page.

**Pages 4 and 5** The Narrative as described on page 2, section D of the CGAF, should include all of the bullet points under 1. Organizational Information, 2. Purpose of Grant and 3. Evaluation. It is suggested the Organizational Information be limited to ½ page; the Purpose one page; and the Evaluation ½ page for a total of no more than two pages.

**Pages 6 to 10 Attachments as described on page 4, section E of the CGAF:**

**Page 6** The IRS determination letter. If it is multi-page, number as page 6-a, 6-b, etc.

**Page 7** The organizational structure information should be limited to one page of the application package. It should include a list of officers and directors including only occupations and employment; and a list of key staff members with their organizational role as it relates to the grant project. Please exclude resumes and job descriptions.

**Pages 8 and 9** The financial information should be limited to two pages of the application. It should include two budgets. The first should be a program/project budget completed using the sample format on page 7 of the CGAF. The second should be a budget specific to this grant request and completed following the instructions on page 6 of the CGAF. Budgets should reflect the financial contributions of other funders and potential funders, with amounts committed or requested, and including public funds, individual contributions, and other sources of income supporting the project.

**Page 10** The PCMF suggests Letters of Support from all organizations named anywhere within the grant application package. Letters of Support should be limited to one page and be signed by the board president, executive director, or owner. Letters of Support should be numbered as pages 10-a, 10-b, etc. Please do not include Letters of Support from organizations or individuals not mentioned in the application.

**Page 11** If the PCMF offers your organization a matching or challenge grant which requires you to raise the amount of the PCMF grant prior to an award, how will these matching funds be raised? If your organization were offered the choice of an outright grant or a matching grant in the same amount, which would you select and why? The answers to these two questions should be limited to one page.

When complete, your application should contain pages 1-11 as outlined above. The organization's promotional material may be attached but please do not include unsolicited materials. Submit one (1) original and five (5) copies of your application BY MAIL and postmarked on or before the due date of either May 1 or November 1. To be fair to all, hand-delivered applications will not be accepted.



## **MATCHING OR CHALLENGE GRANTS FROM THE PCMF**

As you can see from the overview, the Patterson Christian Ministry Fund often prefers matching grants. This is attractive to the board because it leverages our limited funding and also helps the receiving organization increase its support from smaller donors.

**Post Grant Matches.** These grant offers last 15 months and require at least a one to one match from new donors or increased year over year giving from existing donors ("new money" donations). As an example a \$5,000 challenge grant using a one to one match requires \$5,000 in verified "new money" donations yielding a total of \$10,000. The organization can choose to offer a less generous match so the proceeds and number of donors can be increased. This same \$5,000 grant that matches 50 cents for each dollar raised would require \$10,000 from other donors and yield a total of \$15,000. Most organizations select the customary one to one match.

The PCMF, if requested, will release 50% of the grant when 50% of the fund raising goal is verified. The balance of the grant will be released when the goal is reached or, if short of goal, in a lesser amount when the grant expires. The organization must certify the matching funds raised qualify as "new money" donations. The receiving organization cannot apply for another PCMF grant until an existing grant is matched or expires.

**Pre Grant Matches.** Organizations that have previously received PCMF grants can apply for an advanced match grant. The PCMF will consider funding up to 50% of a pre matched project provided that amount is within our normal funding range. The application should clearly state this intention and include letters of commitment or other verification of “new money” donations or pledges. This information can be included as pages 12a, 12b etc of the application.

**Option to Convert to a Matching Grant.** When the PCMF makes a grant award with no matching requirements, the receiving organization will have the option to convert this to a post grant match as described above. Requesting organizations should consider the pros and cons of this option. If the matching grant option is selected no funds will be released immediately.

**Declaration.** Please note on page 11 of the application you are asked, “If your organization were offered the option of an outright grant or a matching grant in the same amount, which would you select and why?”



Following review of your application, and at the PCMF Board of Director’s discretion, an on-site visit by a member of the Board to the organization may be requested to gain greater understanding of the organization and its specific need. The Board may also ask the organization to make a presentation to the full PCMF Board

Once an organization has been awarded a PCMF grant using the Common Grant Application Format, the organization may re-apply, with pre-approval from the PCMF, using the shorter Letter of Inquiry Format on page 10 of the CGAF.

**Original and fives copies of the grant application should be mailed to:**

Patterson Christian Ministry Fund  
c/o Beaver County Foundation  
P.O. Box 569  
Beaver, PA 15009

**Postmark deadline for the Spring round is May 1 and for the Fall round, November 1**