

Grace Presbytery Emergency Assistance Grant Process

Step	Action	Responsible Party	Timeframe
1.	Church Session submits Grace Presbytery Emergency Assistance Grant Form to gracesupport@gracepresbytery.org	Requesting Congregation	As needed
2.	Presbytery receives email and forwards to DRT Team Leader	Assigned Presbytery Staff	Within 3 working days of receipt
3.	Review for completeness: <ul style="list-style-type: none"> • If complete go to Step 4. • If incomplete reach out to contact person on application form for missing information • When completed form received go to Step 4. 	DRT Team Leader	Within 2 days of receipt
4.	DRT Team Leader schedules meeting (in person or via Zoom/Conference call) with <ul style="list-style-type: none"> • Assigned Presbytery Staff • Presbytery Property Support Staff • DRT Team Leader • One volunteer DRT Team Member <p>Emails completed application to everyone.</p>	DRT Team Leader	Within 1 week of receipt

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5.	Hold Award Determination Meeting and make award decision	DRT Team Leader DRT Team Member Assigned Presbytery Staff Support Property Support Staff	At Scheduled Meeting
6.	If awarded notify Presbytery Financial Staff to send check and annotate Award Log	DRT Team Leader	Within 3 days of decision
7.	Notify Congregation Contact Person of Determination via email. <ul style="list-style-type: none"> • If YES, provide the amount of the award and expected date of receipt. • If NO, provide decision justification information i.e., request is from delayed or deferred maintenance not disaster incident. 	DRT Team Leader	Within 3 days of decision
8.	Using DRT Award Log email request on use of grant funds or anticipated use of funds to Congregational Contact Person	DRT Team Leader	1 year after Award
9.	Provide reports on <ul style="list-style-type: none"> • Number of Grant Requests • Number of Declined • Number of Awards • Average Award 	DRT Team Leader	As Requested