



# The Synod of the Trinity


## **SELF-DEVELOPMENT OF PEOPLE**

### **CRITERIA FOR GRANTS**



***Applications should be received prior to May 1. Applications received after this date will be considered until October 1 if funds are available.***

## **Self-Development is...**

 a ministry that affirms God's concern for humankind. We are Presbyterians and ecumenical partners dissatisfied with poverty and oppression, united in faith and action through sharing, confronting, and enabling. We participate in the empowerment of economically poor, oppressed, and disadvantaged people, seeking to change the structures that perpetuate poverty, oppression, and injustice. The major responsibility of the Synod of the Trinity's Self-Development of People Committee is to establish partnerships with groups of economically oppressed people, through outreach, solidarity, and financial support.

Who should apply? Groups within the bounds of the Synod of the Trinity who:

- 1) are oppressed by poverty or social systems,
- 2) have the desire to take charge of their own lives,
- 3) have organized (or are organizing) to do something about their own conditions and have decided what they are going to do,
- 4) have determined that what they are going to do will produce long-term changes in their lives and/or the community in which they live,
- 5) own and control the project they propose,
- 6) will benefit directly from the project they propose,
- 7) have a project to propose that meets these SDOP criteria.

To be considered for funding, a proposed project must:

- meet the SDOP criteria and guidelines
- applications should be received in the Synod office prior to May 1. Applications received after this date will be considered until October 1 if funds are available.
- be presented, owned, and controlled by the group of people who will benefit directly from it
- address long-term correction of conditions that keep people bound by poverty and oppression
- describe in detail its goal (the point of the project); what immediate and long-term conditions the project proposes to address and correct; the project's objectives (the specific steps the group will take to accomplish the goal); and the way the direct beneficiaries will be involved in all stages of the project
- be sensitive to the environment while accomplishing its goal and objectives
- not advocate violence as a means of accomplishing its goal and objectives

- describe fully the resources known to be available for its support, including a description of resources within the community, resources available to the community, and the in-kind resources and other financial resources sought, promised, or to be sought
- contain a balanced income and expenditure budget
- include a financial plan showing the expected income and expenditures over the funding term of the project
- specify when and how progress toward the stated goal and objectives of the project will be evaluated by the group
- state what member(s) of the group will make the project evaluations
- clearly detail when and how the project will become self-sustaining

**Self-Development of People is not:**

- a crisis fund for emergency situations
- a provider of funds to social service agencies
- a financial institution for personal loans or grants
- a provider of scholarships
- a source of assistance for church-controlled mission programs
- a charity



**PLEASE KNOW THAT HELP IS AVAILABLE!**

If you have questions regarding the criteria, guidelines, or application, do not hesitate to contact the Synod of the Trinity office. We will answer your questions and/or match you with a local SDOP committee member to assist you. Applications should be received prior to May 1. Applications received after this date will be considered until October 1 if funds are available.

The Synod of the Trinity  
3040 Market Street  
Camp Hill, PA 17011

Phone: 800-242-0534 ext. 233 Email: [sdop@syntrinity.org](mailto:sdop@syntrinity.org)

Marcia R. Humer, Synod Staff

Synod website: [www.syntrinity.org](http://www.syntrinity.org)

PC(U.S.A.) website: [www.pcusa.org](http://www.pcusa.org)

**2010 Recipients of Synod SDOP grants:**



**The Alumni Group  
Wallingford, PA**



**Holy Smokes! Fellowship Café  
Cheswick, PA**



**A Second Cup  
Pittsburgh, PA**



**SELF - DEVELOPMENT OF PEOPLE**  
**The Synod of the Trinity**

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 Camp Hill, PA 17011  
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**Request for Additional Synod SDOP Funding  
 for an Existing Project - 2012**

**Applications should be received prior to May 1. Applications received after this date will be considered until October 1 if funds are available.**

- Proposal is for:  Second Year SDOP Funding  
 Third Year SDOP Funding

**Please Note:** Progress and/or Self-Assessment reports must have been received or accompany this proposal. The committee may make a site visit before making a final determination to grant funding and again at the end of the funding year. If you have questions regarding the application, contact the Synod office.

Please **print or type** all answers. Use additional paper as necessary.

**I. IDENTIFICATION OF GROUP REQUESTING FUNDS:**

- A. Name of Project: \_\_\_\_\_  
 Name of Group: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Website: \_\_\_\_\_
- B. Contact Person: \_\_\_\_\_ Position/Title: \_\_\_\_\_
- C. Amount of Synod SDOP funding being requested: \$ \_\_\_\_\_  
 a. Amount funded previously - first application \$ \_\_\_\_\_  
 b. Amount funded previously - second application, if applicable \$ \_\_\_\_\_

D. Funds to be used for: Please detail each item & the amount of Synod SDOP funding that will be used.

Expense Item(s):	Amount
	\$
	\$
	\$
	\$
	\$
<b>Total:</b>	\$

E. Name of organization to which check should be made payable: \_\_\_\_\_

**II. NAME OF SPONSORING GROUP:**

- A. If there is a sponsoring group, name it: \_\_\_\_\_  
Within group requesting funds?  Yes  No  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_
- B. Contact Person: \_\_\_\_\_ Position/Title: \_\_\_\_\_
- C. Relationship to project & group: \_\_\_\_\_

**III. SELF-DEVELOPMENT NEEDS:**

- A. What is the project & why is it needed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- B. List the original needs of the project. If there have been any changes in the needs stated in your original application what are they?

Original Needs	Changed Needs

**IV. PROJECT INFORMATION:**

- A. 1. Briefly describe the project addressed in the initial application. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List the project's original goals & objectives. List any changes to the original goals and objectives.

Original Goals & Objectives	Changes/Additions to Goals & Objectives

- B. Explain below what steps the group intends to take to accomplish the new objectives. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Direct Beneficiaries

1. List below the original beneficiaries & the current beneficiaries of the project.

Original Beneficiaries	Current Beneficiaries

2. Provide an explanation of any changes from the original beneficiaries. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. 1. List below the original owners of the project & those who own it now.

Original Owners	Current Owners

2. Provide an explanation of any changes from the original owners. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Continued - DECISION MAKERS – Majority must be below the poverty level

Name & Phone #	Address, City, State, Zip	Job/Occupation	Poverty Level	How chosen?		How does he/she benefit from your project?
		State how each makes a living	Above or Below	Elected by	Appointed by	

2. If there have been changes to the original decision makers, explain the reasons why: \_\_\_\_\_

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## VI. EVALUATION PROCESS

A. Briefly describe the evaluation process addressed in the initial application. \_\_\_\_\_

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B. Describe the results of the evaluation to date. \_\_\_\_\_

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C. Describe additions/changes you propose to the evaluation process with this proposal. \_\_\_\_\_

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## VII. SELF-DEVELOPMENT FUNDING

A. Amount of money being requested from SDOP this year \$ \_\_\_\_\_

B. Amount of Self-Development funding your project has received from the **Synod**?

Year	Project Name	Synod SDOP Funding
		\$
		\$

C. 1. Amount of Self-Development funding your project has received from **your Presbytery**:

Year	Project Name	Presbytery SDOP Funding
		\$
		\$

2. If your group has not previously applied to your presbytery's SDOP for funding, explain why not:

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D. 1. Amount of Self-Development funding your project has received from **National**:

Year	Project Name	National SDOP Funding
		\$
		\$

2. If your group has not previously applied to National SDOP for funding, explain why not:

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**VIII. RESOURCES** - Please be specific

List & describe the resources available to support your project in 1 & 2 below.

1. Physical Property description

Property Name, Address, City, State, Zip	Rent or Own?	If owned, Current Value
		\$

2. In-Kind & Volunteer Resources: Include all non-money resources such as complimentary legal services, free use of office space or building, donated supplies, &/or equipment, etc.

Name of Source	In-Kind Item or Volunteer Function	Comments	Estimated Value
In Kind Items:			\$
			\$
			\$
			\$
			\$
Volunteer Resources:			\$
			\$
			\$
			\$
			\$
<b>Total Estimated Value</b>			\$

3. Financial resources within the group: Tell us about the financial resources within the group: \_\_\_\_\_

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4. All Financial Resources: List all financial resources requested, promised & received from all sources:

Name of Organization, Address, City, State, Zip	Amount requested & Date requested	Amount promised/ Date expected	Amount received
			\$
			\$
			\$
			\$
<b>Totals</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

5. Current Human Resources: If this project does or will have paid employees provide the information for each employee below:

Name	Position	Describe job functions/Comments	Salary
			\$
			\$
			\$
			\$
<b>Total Salaries</b>			<b>\$</b>

**IX. FINANCIAL INFORMATION**

A. Check Writing – If there has been a change in who is responsible for writing checks for the origination from the person(s) listed in the original application, provide the name(s) & contact information including telephone numbers:

Name	Position/Title	Contact Information

B. Two signatures – If there has been a change to the amount above which two persons must sign the checks indicate the new amount here: \$\_\_\_\_\_

C. Income/Expenditure Budget:

1. If the group is requesting funding for the same equipment that was requested in the project’s initial application, state the reasons why: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Use the Budget Format Form on the next page to provide a detailed accounting of all funds the project received & the expenses for which they were spent.

# BUDGET FORMAT

**Budget must be balanced. Total Income must equal Total Expenses**

For the Year Beginning: \_\_\_\_\_ and Ending: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Name of Group submitting Project: \_\_\_\_\_

## INCOME

Grants:	Previous Year	<u>Current Year</u>
Foundations:		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Sub-Total:	\$ _____	<u>Sub-Total:</u> \$ _____
Funds:		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Sub-Total:	\$ _____	<u>Sub-Total:</u> \$ _____
Self-Development of People (Synod):	\$ _____	\$ _____
Previous Total Grants:	\$ _____	<b>Current Total Grants:</b> \$ _____

Other Contributions:		
Membership fees _____	\$ _____	\$ _____
Individual cash donations _____	\$ _____	\$ _____
Fund-raising events _____	\$ _____	\$ _____
In-Kind/Volunteer Resource Contributions (non-Monetary) _____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<u>Previous Total Other Contributions:</u>	\$ _____	<b>Current Total Other Contributions:</b> \$ _____

**CURRENT TOTAL INCOME: \$ \_\_\_\_\_**

(continued)

# **EXPENSES**

	To be paid w/funds from Other Sources	To be paid with <b>Synod</b> SDOP funds	Total
<b><u>Capital Expenditures:</u></b>			
<u>Real Estate Purchase</u>	\$ _____	\$ _____	\$ _____
<u>Vehicle Purchase</u>	\$ _____	\$ _____	\$ _____
<u>Building Renovation</u>	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
<b><u>Total Capital Expenses:</u></b>			\$ _____

	To be paid w/funds from Other Sources	To be paid with Synod SDOP funds	Total
<b><u>General Operating Items:</u></b>			
<u>Space Rental</u>	\$ _____	\$ _____	\$ _____
<u>Mortgage</u>	\$ _____	\$ _____	\$ _____
<u>Salaries</u>	\$ _____	\$ _____	\$ _____
<u>Fringe Benefits</u>	\$ _____	\$ _____	\$ _____
<u>Utilities</u>	\$ _____	\$ _____	\$ _____
<u>Phone</u>	\$ _____	\$ _____	\$ _____
<u>Office Equipment</u>	\$ _____	\$ _____	\$ _____
<u>Office Supplies</u>	\$ _____	\$ _____	\$ _____
<u>Postage</u>	\$ _____	\$ _____	\$ _____
<u>Copying</u>	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
<b><u>Total General Operating Expenses:</u></b>			\$ _____

	To be paid w/funds from Other Sources	To be paid with Synod SDOP funds	Total
<b><u>Project Expenses:</u></b>			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
<b><u>Total Project Expenses:</u></b>			\$ _____

**CURRENT TOTAL EXPENSES:** \$ \_\_\_\_\_

**X. SUPPLEMENTAL INFORMATION**

A. While the Self-Development program does not require the group to have the items listed below, please check if you have:

- Articles of incorporation
- By-Laws
- Tax-exempt certificate
- Non-profit status

B. If there are any additional comments you would like to make concerning your project being submitted, please include them below or on the next page and limit to one page. \_\_\_\_\_

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The undersigned understands that there are two reports required by the Synod SDOP Committee of the group receiving funding:

- 1) within six months from the date of the award check (on a form provided by the Synod) a progress report must be submitted;
- 2) within 12 months from the date of the award check (on a form provided by the Synod), a Self Assessment report is required.

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

## Additional Comments