

SALEM PRESBYTERY HUNGER FUNDS GUIDELINES

(Pennies for Hunger/Two Cents-a-Meal Offerings)

Goal

To address hunger-related problems through provision of direct food relief or development assistance in ways which reflect an understanding of the root causes of hunger and uphold the integrity of God's creation. Participation of those to be served shall be encouraged in the planning and implementation of the projects.

Categories

The categories for which grants will be approved are as follows:

1. Domestic Projects

First consideration shall be given to new and expanding projects which address root causes of hunger and/or provide food relief. When these priorities have been addressed, funds may be granted to continuing programs or to local or national emergencies. These funds shall be administered by Shalom Cluster of Salem Presbytery as recommended by the Community Grants/Hunger Function Group and approved under these guidelines.

2. International Projects

Priority shall be given to partnerships developing long-term commitments with particular programs and churches abroad, through an integrated approach designed to enable people ultimately to meet their essential needs on their own. Such partnerships shall be established according to guidelines provided by the Worldwide Ministries Division, Presbyterian Church (U.S.A.), and shall include a Memorandum of Understanding between Salem Presbytery and the partner. Funds for such partnerships shall be set aside before consideration of other grants, and shall be administered by the Worldwide Ministries Cluster of Salem Presbytery as recommended by the International Hunger Function Group and approved under these guidelines.

Other short-term partnerships of up to three years duration may be established between Salem Presbytery and a church or other affiliated agency/organization within the bounds of Salem Presbytery, which are international in scope and purpose. Requests for such partnerships shall be accompanied by a description of the program, a budget and a listing of other financial resources. Funds for these partnerships shall be provided as available, and shall be administered by the Worldwide Ministries Cluster of Salem Presbytery as recommended by the International Hunger Function Group and approved under these guidelines.

Formula for Distribution of Hunger Funds

- | | |
|---|-------|
| 1. International (Worldwide Ministries Cluster)
(2.5% of this amount shall be designated and set aside for international emergency needs). | 47.5% |
| 2. Domestic (Shalom Cluster)
(2.5% of this amount shall be designated and set aside for local and national emergency needs). | 47.5% |
| 3. Education and Promotion (Worldwide Ministries Cluster)
(Salary and expenses of the Hunger Action Enabler may be funded either partially or entirely by this portion of the Fund. Function Group expenses, however, for both Domestic and International shall be funded out of Salem Presbytery's operating budget). | 5.0% |

Guidelines for Domestic Hunger Fund Grants

1. Application Criteria

- Eligible programs shall have the endorsement of a Session of the Presbyterian Church (U.S.A.) within the bounds of Salem Presbytery.
- Eligible programs shall be supported by involvement of church members, both prior to funding and on a continuing basis.
- Ecumenical involvement is encouraged, particularly when challenge grants or matching funds are utilized.
- Applications shall be complete in order to be considered. There must be
 - A clear description of the project and its goals,
 - A current and proposed budget, and
 - Session endorsement.

2. Application Process

- There shall be two funding cycles each year. Programs shall apply to only one per year. All churches shall receive notification of the application criteria and the process by June 1 and November 1 of the funding year.
- **Completed applications must be received in the Presbytery office by August 1 and January 7 of the funding year.**
- Grants shall be awarded for one year. Programs desiring further funding must reapply each year.
- Funds shall be used only for the purpose specified in the grant application.
- Funds unused by the end of the funding year shall be returned to Salem Presbytery.

3. Approval Process

- A member of the Community Grants/Hunger Function Group shall visit each program prior to funding, when possible. In addition, a representative from the program shall be interviewed.
- Grant recipients shall complete a performance report on the use of the funds and the effectiveness of the program at the end of the funding year.

Applications for funding renewal shall be considered only after the performance report on the previous year has been received.

- Grants shall be awarded in the Spring and Fall of the funding year *and shall be disbursed by the treasurer of Salem Presbytery.*
- Grants up to and including \$1,000 require only Community Grants/Hunger Function Group approval.
- Grants above \$1,000 up to and including \$5,000 require approval by Shalom Cluster, upon recommendation of the Community Grants/Hunger Function Group.
- Grants above \$5,000 require approval by Presbytery's Council Cluster upon recommendation of Shalom Cluster *and the Community Grants/Hunger Function Group.*

Domestic Emergency Needs Procedures

1. A sub-group on emergency needs, consisting of either the Community Grants/Hunger Function Group moderator or the Shalom Cluster moderator, plus two members of the Function Group, shall be empowered to approve emergency grants.
2. The sub-group may make immediate disbursements up to and including \$1,000. The Community Grants/Hunger Function Group shall approve grants above \$1,000.
3. Documentation of need shall be kept for each emergency situation, indicating:
 - a. evidence that hunger needs do exist – not only general disaster relief,
 - b. other agencies and/or Presbyterian structures who are helping in the need,
 - c. the avenue for getting funds to the point of need,
 - d. the ECO number when applicable, and
 - e. any further information.
4. Shalom Cluster shall notify Presbytery's Council Cluster of the emergency grant at the Council Cluster meeting immediately following the disbursement.

Guidelines for International Hunger Fund Partnerships

1. Long-term international partnerships shall be established according to “The Partnership Process: Guidelines for Presbytery and Synod International Partnerships” (Revision – February 1998) (see Attachment)
2. Short-term international partnerships
 - a. Application Criteria
 - Eligible programs designed to address hunger-related problems shall have the endorsement of a Session of the Presbyterian Church (U.S.A.) within the bounds of Salem Presbytery.
 - Eligible programs shall be supported by involvement of church members, both prior to funding and on a continuing basis.
 - Ecumenical partnerships are encouraged
 - Funds shall be used only for the purpose specified in the partnership application.
 - b. Application Process
 - Applications shall be complete in order to be considered. There must be
 - a clear description of the project and its goals,
 - a current and proposed budget,
 - a listing of other financial sources,
 - Session endorsement
 - Completed applications must be received in the Presbytery office at least six months prior to the year of funding.
 - Partnerships shall be established for not longer than three years.
 - A Memorandum of Understanding
 - c. Approval Process
 - Representative from the proposed partnership shall be interviewed.
 - Grant recipients shall complete a performance report on the use of funds and the effectiveness of the program at the end of the funding year. Applications for funding renewal shall be considered only after the performance report on the previous year has been received.
 - Grants shall be disbursed by the treasurer of Salem Presbytery.
 - Partnerships shall be approved by Salem Presbytery upon the recommendation of Worldwide Ministries Cluster Group.

International Emergency Needs Procedures

1. A sub-group on emergency needs, consisting of either the International Hunger Function Group moderator or the Worldwide Ministries Cluster moderator, plus two members of the Function Group, shall be empowered to approve emergency grants.
2. The sub-group may make immediate disbursements up to and including \$1,000. The International Hunger Function Group shall approve grants above \$1,000.
3. Documentation of need shall be kept for each emergency situation, indicating:
 - a. evidence that hunger needs do exist – not only general disaster relief,
 - b. other agencies and/or Presbyterian structures who are helping in the need,
 - c. the avenue for getting funds to the point of need,
 - d. the ECO number when applicable, and
 - e. any further information.
4. Worldwide Ministries Cluster shall notify Presbytery's Council Cluster of the emergency grant at the Council Cluster meeting immediately following the disbursement.

These guidelines or any portion of them may be set aside by Salem Presbytery by a two-thirds majority vote.

Revised by Salem Presbytery on October 26, 1999, to become effective on January 1, 2000.