

Presbyterian Committee on the Self-Development of People
Presbyterian Church (U.S.A.)

**Presbytery of Philadelphia
Application**

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Please Review Self-Development of People's Criteria
Before Filling Out This Application.
See page 12.

Please print or type all information.

I. Identification

A. Name of Project _____

B. Name of Group _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____

E-mail _____

C. Contact person _____ Position/Title _____

Telephone _____ Fax _____

E-mail _____

Please note that a project must be **presented**, **owned** and **controlled** by the group of people
who will **benefit directly** from it.

II. PROJECT DESCRIPTION:

- A. **Briefly** describe the organization or group and your purpose for coming together.
(Include a copy of your mission statement, if possible.)
- B. What is the project and why is it needed?
- C. Who does the work? What are the responsibilities?
- D. Are the people who benefit from this project involved in the work and decision making process? Explain how and give examples.

E. How does this project help members of the group to help themselves? How does your group's efforts benefit the wider community?

F. How are decisions made? Are they made by your board or by a larger group of individuals?

G. How do the decision makers directly benefit from this project?

H. Is your board appointed or elected? If appointed, how are members chosen and by whom?

I. What is the exact amount requested from Self-Development of People?

\$ _____

J. How will the funds be used?

III. Please List The Decision Makers
(Majority must be below poverty level.)

Name and Telephone	Address	Job/Occupation (How each makes a living)	Poverty Level*		Indicate how chosen**	
			Above	Below	Elected	Appointed

* Indicate how you determine “poverty level.” _____

IV. RESOURCES (Please be specific)

A. What are the resources available to support the project?

1. Physical property.

2. In-kind resources (For example: non-monetary resources such as volunteer work, complimentary legal services, free use of office space or building, non-paid labor, donated supplies and/or equipment, [*estimate the value*]).

3. Financial resources from within the group.

B. List all financial resources requested, promised and received from other sources:

Organization name and address	Requested \$	Promised \$	Received \$

III. INCOME/EXPENDITURE BUDGET

Please attach a complete and balanced budget. Give total income from all sources, including the amount requested from Self-Development of People. List all expenditures, using the BUDGET FORMAT in this packet (all items requested to be paid by Self-Development of People must be clearly listed).

A. Does your organization have any paid staff? If yes, please list by name and describe their job functions.

B. What is the total cost of the project?

Last Year \$ _____ This Year \$ _____ Next Year \$ _____

C. How will the group carry on the project financially in the future?

BUDGET FORMAT

Name of Group _____

GRANTS

Foundations \$ _____
 \$ _____
 \$ _____

Funds \$ _____
 \$ _____
 \$ _____

Self-Development of People \$ _____

OTHER CONTRIBUTIONS

Membership Fees \$ _____
 Individual Cash Donations \$ _____
 Fund-raising Events \$ _____
 In-Kind \$ _____
 Other \$ _____

***TOTAL INCOME** \$ _____

EXPENSES

General Operating Items	Other Sources	SDOP	Total
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

Project Items	Other Sources	SDOP	Total
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

TOTAL EXPENSES \$ _____ \$ _____ \$ _____

IV. Evaluation

A. How and when will the group measure the progress of the project?

B. Describe how the group will measure the effects of this project on members' lives individually and as a group.

VI. Supplemental Information

A. How did the group find out about Self-Development of People?

B. Who completed this application? What is this person's relationship to the group?

C. While Self-Development does not require the group to have the four items below, we would like to know if you have any or all of them. Please do **not** include copies with your application.

By-laws	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Tax-exempt certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Non-profit status	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Applied for
Articles of incorporation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Applied for

D. Are there any **additional comments** the group would like to make? (Limit to one page).

Limit additional comments to one page.

Self Development of People Criteria for Funding

The following standards are used by Self-Development of People Committees to determine whether a project is valid for funding within this ministry.

1. A project will be presented, owned, and controlled by the group of people who will benefit directly from it.
2. A project will address long-term correction of conditions that keep people bound by poverty and oppression.
3. A project presented for funding will describe, in detail, its goal (the point of the project), its objectives (the specific steps the group will take to accomplish the goal), the way the direct beneficiaries will be involved in all stages of the project, and the methods to be used to achieve the goal and objectives.
4. A project will be sensitive to the environment while accomplishing its goal or objectives.
5. A project will not advocate violence as a means of accomplishing its goal or objectives.
6. A project presented for funding will describe fully the resources known to be available for its support, including a description of a) those within the community, b) those available to the community, and c) the in-kind and other financial resources sought or to be sought.
7. A project presented for funding will contain a balanced income and expenditure budget. A financial plan showing expected income and expenditures over the funding term of the project would be included.
8. A project presented for funding will specify how the group will evaluate progress toward the stated goal and objectives, and when the evaluation will be made.