PART I – General Information

Application Organization: _______________________________  Date: ________

State the mission of your organization in 50 words or less:

What types (categories) of services have you provided in the past year?

Number of paid staff: ________  Number of volunteers: ________

Number of (unduplicated) individuals served in the past year: ________

Funding amount received from Pittsburgh Presbytery in the past three (3) years:

Year Received _____________
Year Received _____________
Year Received _____________

Amount requested for next year: ________  Percentage of agency budget: ______

Describe in 50 words or less significant changes taking place or anticipated in the coming year.

Describe in 50 words or less your funding request and any specific project included in the request.

Signature of persons responsible for this application:

Preparer of Application  Date

Executive Director  Date

Board Chair  Date
PART II– Mission Description

1. Please describe the context and parameters of your ministry. What is your constituency and geography?

2. How does your agency advance “social justice” and furthers the Christian mission of Pittsburgh Presbytery in Allegheny County?

3. Please describe the methods that you use to evaluate your effectiveness at achieving your mission:

4. Using those methods, evaluate your ministry for the past year:

5. What would you consider to be your most outstanding achievement in the past year?

6. What would you consider to be an area of your ministry that needs to be strengthened in the year ahead?
PART III– Financial & Board Information

Please attach a copy of the following information from your agency

- A detailed budget
- Sources and amounts of all funding
- Most recent year-end financial statement and/or audit
- If this is a project which is part of a larger agency or congregation, please provide the above information for the project.
- A listing of the names and addresses of your current board members and a statement attesting to the percentage of board members that attend each meeting
- Recent brochures, newsletters, etc. that describe your agency and its mission.

Please answer the following questions:

1. How can the Mission Ministry Team of Pittsburgh Presbytery be more helpful to your agency?

2. How does the “validation” of the Mission Ministry Team of Pittsburgh Presbytery affect your agency?
Rationale: The Mission Ministry Team (MMT) of Pittsburgh Presbytery wants its funding of Mission Agencies to reflect the core values of Pittsburgh Presbytery’s Mission Statement. Specifically, it seeks to fund Mission Agencies in which the congregations of the Presbytery are actively involved. The purpose of this worksheet is to help Mission Agencies and the MMT quantify the amount of involvement by congregations of Pittsburgh Presbytery.

Involvement by Congregations of Pittsburgh Presbytery in Your Mission Agency

I. On a separate page (or spreadsheet), please list the churches of Pittsburgh Presbytery which made a financial contribution to your agency in the last year (you may use the last completed calendar year or the last completed fiscal year, whichever is easier for you), along with the amount of the contribution. (Optional: If this is a church that did not support your agency in the previous year, place an asterisk by that church’s name, to indicate that this was new support in the year being reported) Attach your spreadsheet, and list the total contribution amount in the appropriate block below.

II. On a separate page, please list the Pastors or members of churches of Pittsburgh Presbytery who serve on your Board of Directors or official governing Board. (Optional: If this is a new Board member from last year, please place an asterisk next to the Board member’s name) Attach your list and list the total number of Board members from Pittsburgh Presbytery in the appropriate block below.

III. On a separate page (or spreadsheet), please list the volunteers in your agency who are members or Pastors of a church in Pittsburgh Presbytery, along with your best estimate of the number of hours they served your agency in the last completed calendar or fiscal year, whichever is easiest. (Optional: If this is a new volunteer from last year, please place an asterisk next to the volunteer’s name) Attach your list and list the total number of volunteer hours from members of Pittsburgh Presbytery in the appropriate block below.

IV. On a separate page, please list any gifts of space/facilities donated to your agency by a church of Pittsburgh Presbytery. Please list the square footage of the facilities. (Optional: If this is a new donation of space from the previous year, please place an asterisk next to the name of the church, which donates the space) Attach your list and place the total square footage of donated space from churches of Pittsburgh Presbytery in the appropriate block below.
The Mission Ministry Team thanks you for your time in collecting this information.
If you have any questions, please contact Rev. Karen L. Battle
at 412-323-1400 X 309.

**Worksheet**

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<th>I.</th>
<th>Total Financial Support</th>
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<tr>
<td>II.</td>
<td>Total Board Members</td>
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<tr>
<td>III.</td>
<td>Total Volunteer Hours</td>
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