



Board of Trustees Emergency Assistance Property Grant Request Form

Date of Request: ____/____/____

Amount Requested: \$_____

REQUESTOR INFORMATION

Last Name		First Name	
Name of Member Church			
Church Address			Apt #
City	State		Zip
Phone	Email		

Make grant payable to:

Full Name of Payee

Street Address

City / State / Zip Code

Reason for Disbursement:

Please attach any relevant documentation with this form

Requestor Signature: _____ Requestor Title: _____

Clerk of Session Signature: _____ Date: _____

Please return complete application to:

Emergency Assistance Property Grant Request Form
Presbytery of Baltimore
5400 Loch Raven Blvd.
Baltimore, MD 21239

Or email to:

ewgrant@baltimorepresbytery.org



BOARD OF TRUSTEES / GENERAL PRESBYTER USE ONLY

Authorized Signature: _____	Date: ____/____/____	Approved	Not Approved
<small>President-Board of Trustees</small>			
Authorized Signature: _____	Date: ____/____/____	Approved	Not Approved
<small>General Presbyter</small>			

Comments: _____

Amount Approved

\$ _____



Board of Trustees

Emergency Assistance Property Repair Fund Policy

Guidelines

The Presbytery of Baltimore **Emergency Assistance Property Repair Fund** will be used to provide emergency financial aid to congregations in time of an urgent church property need. This fund may not be applicable for cases in which long-term financial support is needed. This fund is intended as a last resort, to be used only after the requestor has explored all other possibilities of help. The maximum amount of disbursement per individual church in a calendar year shall be up to \$5,000.00 per request. The Presbytery of Baltimore reserves the right to adjust or decline an applicant's request. The Presbytery of Baltimore does not discriminate between applicants based on race, color, gender, sexual orientation, national origin, age, or disability.

Eligibility

Presbytery of Baltimore congregations who have experienced emergency property repair needs are eligible. Requests need to be signed off by the Clerk of Session.

Procedures

- a. A completed "**Emergency Assistance Property Repair Request Form**" must be submitted by the eligible individual or by any active/retired participant in the Presbytery of Baltimore on behalf of the congregation and be signed off by the Clerk of Session. **NOTE: Incomplete request forms will not be processed and will be returned to the requestor.**
- b. All requests must be reviewed and approved by the General Presbyter and President of the Board of Trustees. Additional documentation such as an estimate from a licensed contractor may be requested from the applicant.
- c. The Chair of the Trustees or General Presbyter shall report all expenditures to the Trustees in a timely manner. Such reporting does not require that the specific individual being helped be named, but the number of grants and status of the Emergency Assistance Property Repair Fund must be reported.
- d. Preference will be given to first time requests.



Board of Trustees

Emergency Assistance Property Repair Fund Policy

Parameters

Emergency Assistance funds can only be granted for property repairs. These needs include, but are not limited to the following:

- Obvious Roof Leak
- Water main break
- Flooding resulting from HVAC malfunction
- Fire

Emergency Assistance funds cannot be granted for the following:

- Long term building repair issues
- Weather related flooding
- Penalties for neglectful or irresponsible actions
- Expenses incurred for rental space

Administration

With the consent of Board of Trustees, the General Presbyter, or the Presbytery of Baltimore, unrestricted gifts, contributions, and bequests can be designated to the Emergency Assistance Fund.

But if anyone has the world's goods and sees his brother in need, yet closes his heart against him, how does God's love abide in him? Little children, let us not love in word or talk but in deed and in truth.

1 John 3:17-18