



Faith@Home Innovation Hub Grant Initiative

GRANT PROJECT APPLICATION GUIDELINES

1. Who may receive this grant?

Each council that is an active contributing member of the Pentecostal Churches of the Apostolic Faith International, Inc. is eligible to be considered for this grant. The grant application process is competitive. Each congregation is required to complete a project application for the funds, which the MEC of the PCAFI must approve. Councils must follow the guidelines and meet deadlines.

2. How does the matching funds work?

Grants are 75-25 match. The Center will pay up to \$33,000 for grant-eligible expenses. The council will pay the remaining 25% of expenses. The council will also pay for non-grant-eligible expenses and any expenses over the total grant amount. The council's contribution to the grant match must be money, not staff time or in-kind contributions. The Center encourages the council to budget ahead of the grant for their percentage of the contribution. If your council is raising funds for the contribution percentage, you do not need to have those funds on hand when you submit your grant application. However, plan to spend grant and matching funds at the same rate.

3. What is fundable (and not fundable) by this grant?

The main principle for grant-fundable items will be those identified items in the application cover page and selected through the Faith@Home initiative process of listening to council parents and piloting responses rooted in the council's deeply held faith convictions.

The grant pays for eligible expenses during the implementation period (March 2024-March 2025). The grant does not reimburse for previous purchases or pay for any activities retroactively.

Fundable items include the sanctioned speakers, trainers, facilitators, consultants; retreats, curriculum, workshops, trainings; meals and travel associated with project activities. This is not an exhaustive list.

Items that are **not fundable** include staff, vehicles, regular operating expenses, and re-granting. This is not an exhaustive list.

You will work with your designated coach and MEC staff with specific questions about fundable expenses. Please discuss fundable items with him/her early in your planning and verify what is fundable.

4. May we purchase equipment or make building improvements with grant funds?

Some capital expenditures, such as building rental fees and the purchase of equipment for training, may be made with grant funds if the expenditures are **directly related** to F@H initiative project activities. Up to 10% of grant funds may be spent on such capital expenses and matched by the council.

5. How do we apply?

To apply for the pilot grant, grantees should visit WWW.PCAFIME.ORG and **fully** complete the online application. The local project director (designated by the Diocesan Bishop/Council Chairman) will be expected to participate in the monthly meetings with his/her team.

To allow sufficient time for this work, please begin conversations with your proposed team immediately about your application.

Applications will be submitted no later than February 1, 2024. This date cannot be extended.

6. What attachments should we include?

You will need the following:

- Signature page
- Proof of Active Representation in the PCAFI as a reporting council with the national office
- Most recent listing of council officers and congregations represented in your council

7. When do we receive the money?

When your grant is approved, you will receive a letter of agreement for the grant. When the signed agreement is returned to the Center, your full grant amount will be disbursed. You will have exactly 12 months to complete your project and three months to provide your summative feedback on the project through our generated grant report forms.

8. What if we need to make changes after we receive the grant?

If you need to make changes, work with your Center contact person before you make the change to ensure that the change still fits within the grant guidelines. If grant funds are being redirected, you need to file a change form for the Center's approval. You cannot receive additional funds after your grant is approved.

9. Are there other requirements?

Yes. In accepting your grant, you agree to follow the grant guidelines, to keep the Center informed, and to share your learnings and insights. This includes written reports and continued participation in the F@H Learning Community beyond your grant cycle.

Brief written reports on your progress will be requested by the Center three times during the grant implementation period. You will also submit a final report on your project activities, what you learned, and how you spent the money.