

# The Technology Fund Grant Application

The purpose of the grant is to give technology assistance to churches wishing to provide online worship and meetings for their members or for any other project that will advance the mission and outreach of the congregation. The focus of the Communication and Technology Team for awarding grants will be primarily on congregations that do not have the funds to purchase technology to meet the current needs.

Name of Church: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Describe a project: \_\_\_\_\_

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Submit your project to: Presbytery of the Cascades [office@potc.life](mailto:office@potc.life)

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Please explore your project vision with us and share your responses to the following questions in a separate letter. This is meant to assist our understanding of your environment and to assist your developing a successful outcome.

1. How is your congregation connecting during social distancing?
2. How are you connecting to the internet during social distancing and how is that going for you?
3. If you are not offering online worship or meetings for your congregation would you like to have the tools available to implement them?
4. Talk about who will setup, monitor, secure, maintain and train operators for your online worship and meetings.
6. Grant amount is flexible but the limit will be set at \$4000. The congregation is expected to fund at least 10% of the total cost of the project.
7. What is the total cost of the project?

\$ \_\_\_\_\_

Please attach any expanded project descriptions, estimates, or proposals on this project with this application.

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## **CHURCH (SESSION REQUEST)**

On \_\_\_\_\_, 20\_\_\_\_, the Session of \_\_\_\_\_ Church of \_\_\_\_\_ (City/State), on behalf of the congregation, and subject to the approval of Presbytery of the Cascades Board of Trustees, VOTED to apply for a Technology Fund Grant (during Social Distancing).

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Date

**Record Keeping and Reporting of Grant Award:** The grant recipient (“Grantee”) shall keep adequate and complete records of the use and administration of the grant. Upon the full expenditure of the grant or within one (1) year, whichever occurs first, the Grantee shall send a complete and accurate report to the Presbytery of the Cascades (“Grantor”). The report shall include the beginning balance of the grant and all subsequent disbursements. For each disbursement, a copy of the vendor, recipient, entity, employee or independent contractor, invoice or receipt shall be provided of the expenditure or service purchased or provided. The Grantee shall retain all records for a period of three years from the date of the reporting.