

# The Technology Fund Grant Application

The purpose of the grant is to give technology assistance to churches within the Presbytery of the Cascades to support technical needs as they continue to provide online worship and meetings for their members. We will prioritize congregations with the greatest need.

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

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

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

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

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

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

Describe your project: \_\_\_\_\_

Submit your project to the Presbytery of the Cascades email: [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. What are the current technological challenges your congregation is facing?
2. What are your current technological needs? If you are planning on live-streaming, here is our advice: For Live Streaming we recommend a high speed wired connection. If not possible, it is recommended that you test WiFi at 10 Mbps upload speed.
3. What project have you designed to meet your technological needs?
4. Who will setup, monitor, secure, maintain and train operators for your online worship and meetings?
5. Typically, the grant amount is capped at \$4000. What is the total cost of your project?  
\_\_\_\_\_
6. Our expectation is that you cover at least 10% (if able) of the project, what is the amount you are requesting? \_\_\_\_\_

Please attach any expanded project descriptions, estimates, or propals 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 Communication and Technology Team VOTED to apply for a Technology Fund Grant.

\_\_\_\_\_  
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 and/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 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.