

Presbytery of New York City
475 Riverside Drive, Suite 1600
New York, NY 10115
Martinez Fund Matching Grant

GUIDELINES FOR APPLYING FOR MARTINEZ FUND 2:1 MATCHING FUND

1. Request can be for, and, are considered in this priority:
 - A. Emergency repair (e.g., roof, boiler, etc.)
 - B. Deferred maintenance
 - C. Energy saving projects
 - D. Capital improvements considered after October 1st

2. Congregation's annual **operating income** *should not exceed \$250,000.*

3. Request should come from the Session, and the completed application should be signed by the Pastor/Moderator and the Clerk of Session.

4. The following documents shall be submitted with the request:
 - A. Current and the prior year's statement of income and expenditures (Statement of Activities);
 - B. Balance Sheet (Statement of Financial Position);
 - C. Three estimates from NY licensed contractors (*Please explain your selection of the chosen contractor*);
 - D. Certificate of Insurance from the chosen contractor (*Naming your church as an additional insured*)
 - E. Other information: (1) Last two Session Annual Statistical Reports; (2) ***Reserved funds and endowments will be taken into account when your application is reviewed.***

5. A congregation may receive a grant every 3 years.

6. Amount of Grants: Minimum of \$5,000; Maximum of \$32,000 (***Note: The Martinez Fund will pay no more than 2/3 of the total project costs, or the maximum amount of \$32,000.***)

7. Members of the Matching Grants Committee:
 - A. Executive Presbyter, *Arabella Meadows-Rogers*
 - B. Member of the Council for Administrative and Support Services (CASS), *Shirley Fine*
 - C. Member of Congregational Ministry and Nurture (CMN), *Pauline Haynes*
 - D. Members (2) of Board of Trustees: *Josephine C. Cameron, Louis L. Knowles*
 - E. Staff Support: Property Support Manager, *Peter J. Moore*; Finance Officer, *Simon Lai*

Presbytery of New York City
475 Riverside Drive, Suite 1600
New York, NY 10115
Martinez Fund Matching Grant

Name of Church: _____

Grant Date: _____

Martinez Fund Matching Grant Package Checklist
(Make sure each item is included in the package before sending)

- Church name and date on every page of application.
- Current year's statement of income and expenditures.
- Previous year's statement of income and expenditures.
- Current year's balance sheet, including endowments & reserved funds (statement of financial position).
- Three estimates from NY licensed contractors, together with reasons for selecting the chosen contractor.
- Certificate of Insurance from the chosen contractor, with your church named as an additional insured.
- Copies of the last two Session Annual Statistical Reports.
- Verification that your church's portion of the matching funds is in hand.

Do not send your request unless you have checked all of the above.

Presbytery of New York City
475 Riverside Drive, Suite 1600
New York, NY 10115
Martinez Fund Matching Grant

TERMS OF PAYMENTS TO SUCCESSFUL MARTINEZ APPLICANTS

Payments will be made by the Presbytery of New York City under the following terms:

The church must pay their portion of the contracted work *first*. When proof of payment (a cancelled check, or; a paid receipt on the contractors letterhead, or; a letter from the church signed by the Pastor and Clerk of Session stating payment has been made), the church may send an invoice for the first 50% of the Martinez Grant, then Presbytery will make its first payment on the grant.

When the contract is complete and certified complete by the church, and following an inspection by the Property Support Manager (if required), the second half of the grant will be paid.

We certify that all items are included in this package and we understand that incomplete packages will be returned to the church with no action. The church operating income is \$_____.

(Pastor's Signature)

(Date)

(Clerk of Session's Signature)

(Date)

Presbytery of New York City
475 Riverside Drive, Suite 1600
New York, NY 10115
Martinez Fund Matching Grant

APPLICATION FOR APPLYING FOR MARTINEZ FUND MATCHING GRANTS

1. Name of Church: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

2. Nature of the project (Details): _____

3. What are the sources of your 1/3 of the project cost?

4. What are your timing expectations?

5. Estimated Cost: \$ _____ Source of Estimate(s): _____

6. Date request was approved by the Session: _____

Please include copies of all required materials as identified in the Guidelines

Pastor: _____, _____
(Print Name) *(Signature)*

Clerk of Session: _____, _____
(Print Name) *(Signature)*

Please forward to: Property Support Manager
Presbytery of New York City
475 Riverside Drive, Suite 1600
New York, NY 10115