

MARTINEZ FUND MATCHING GRANT

A matching-grant fund for Presbytery of NYC congregations

Mail application and supporting documentation to:
PROPERTY CONSULTANT/MARTINEZ COMMITTEE
475 Riverside Drive, Suite 1270, New York, N.Y. 10015
or, Email application and documentation to:
propertyconsultant@presbynyc.org

Deadlines each year: April 9 and November 9

GUIDELINES

AMOUNT OF GRANT: Grants are for a Minimum of \$5,000.00; Maximum of \$20,000.00.

APPLICATION CONSIDERATIONS:

- A member Congregation of the Presbytery of New York City can receive only one Martinez grant in any three-year period.
- Applicant Congregation's annual operating income cannot exceed \$300,000/year.
- The Martinez grant can fund no more than 2/3 of the project cost, up to a limit of \$20,000.00. (Due to limited funding and high demand, grants for maximum are rare.)
- The applying Congregation must show as part of its application that it can provide 1/3 of the total project cost in matching funds. The initial payment from the grant cannot be disbursed until documentation of the congregation's having paid its 1/3 is submitted to the Presbytery's Financial Controller.
- Application for Martinez funds must be authorized by a recorded vote of the Session/Church Council.
- Application must include evidence of a bidding process where at least three bids for the same work are considered by the Session/Church Council. Session/Church Council minutes must reflect consideration of the competing bids including a recorded vote of the Session's final choice from among the bids.
- Work must be done by a qualified, licensed, fully insured entity. Evidence of insurance and license is required with the grant application. Both the Congregation and Presbytery must be named in the insurance certificate as additionally insured.
- Completed application must be signed by both the Moderator and Clerk of Session.
- Incomplete applications may be delayed and/or rejected.

GRANTS CAN BE GIVEN FOR:

1. Emergency repairs, particularly for safety (roof, boiler, sidewalk, gas/water, etc.)
2. Deferred maintenance (interior & exterior renovation, landscaping, etc.)
3. Capital improvements to the Congregation's property (energy savings, accessibility, etc.)

4. Mission (Improvement of building resources to improve or expand ministry).
5. Other property and building-related repairs or improvements.

MEMBERS OF THE MARTINEZ MATCHING GRANTS COMMITTEE:

- Two members from the Commission on Mission, Finance & Corporate Responsibility;
- One member each from the Committee on Congregational Ministry and Nurture (CM&N) and the Commission on Ministry (COM);
- The Executive Presbyter or Designee (ex-officio, without vote);
- Property Consultant (provides technical and administrative support, without vote).

GRANT PAYMENTS:

Martinez Grants will be disbursed to grantees according to this procedure:

- After the first payment is made by the congregation to the contractor, the Clerk of Session/Church Council should submit a cancelled check or receipt with a letter informing that the church has made at least 1/3 initial payment for the work to be done. (Letter addressed to: Property Consultant/Martinez Grant Committee, Presbytery of NYC, 475 Riverside Drive, Suite 1270, New York, NY 10115. Or, email to: propertyconsultant@presbynyc.org)
 - The Presbytery's Financial Controller will disburse 50% of the granted funds only upon the Property Consultant's receipt of documentation of the initial 1/3 payment made to the contractor.
- After the contracted work is completed, the Clerk of Session/Church Council must inform the Presbytery by email or letter that the work has been completed.
 - At its discretion, the Committee can and may schedule an opportunity for the Property Consultant and/or Committee to inspect the completed work.
- Following inspection, if one is requested, the Financial Controller will disburse the remaining 50% of the granted funds.

MARTINEZ APPLICATION CHECKLIST

The following documents must be submitted with the grant application:

- **Bids.** Provide one proposal each from at least three qualified contractors/specialty tradespersons or vendors who are qualified to do the work. The bids must be for identical work (apples-to-apples).
- **License and Warranty.** Bids should be from entities properly licensed by the NYC Department of Consumer Affairs. The bids should include DCA license numbers and provide any information about any applicable warranty and/or guaranty in writing.
- **Worker's Insurance.** Provide a Certificate of Workmen's Compensation Insurance from your chosen contractor.
- **Liability Insurance.** Provide a Certificate of Comprehensive Liability Insurance from your chosen contractor that names your Congregation and The Presbytery of New York City as "Additionally Insured."
- **Insurance throughout term of Project.** All insurance must be in effect at the time of application for the grant, and provide coverage throughout the foreseeable timeframe for the work.
- **Congregation's Funding.** The congregation must provide statements or other verification that the congregation's share of the matching funds (at least 1/3 of the total project cost) is available to cover the matching portion of the grant. (1/3 congregation; 2/3 Martinez Grant)
- **Minutes.** Provide a copy of the Council minutes reflecting Session approval to apply for a Martinez Grant for the stated project.
- **Income.** Provide two years Income and Expenditures/Annual Reports.
- **Membership.** Provide current membership figure.
- **Balance Sheet.** Provide the Congregation's current balance sheet (Statement of Financial & Investment Accounts.)
- **Denominational linkages.** Provide a statement detailing 1) current status of payments for Per-Capita, 2) pastor's Pension/Pulpit Vacancy obligations, 3) Session Records Review results, and 4) Loans.
- **Contact Information.** Provide the name of the person selected by Session to be its Contact Person with regard to this grant proposal.
- **Submit.** Submit complete package to the Presbytery office, and keep a copy of the application for the church's records.

APPLICATION FOR MARTINEZ MATCHING GRANT AWARD

Email to: propertyconsultant@presbynyc.org

Mail to: Property Consultant, Presbytery of NYC, 475 Riverside Drive, Suite 1270, NYC, NY 10015

Church Name:

Church Address:

Borough: _____ Block# _____ Lot# _____

Average number at Worship on Sundays _____

Nature of the project (describe in detail on separate page):

Is your session current with:

- Loans? _____ *if not, please explain on separate page*
- Per Capita? _____ *if not, please explain on separate page*
- Session Records Review? _____ *if not, please explain*

Total Cost of Project (based on selected proposal): \$ _____

Amount requested: (min \$5,000, to max \$20,000): \$ _____

Date Application was Approved by Council/Session: _____

Name, Phone & Email of Session-Designated Contact Person:

Moderator (print name):

Clerk (print name):

Moderator's email address & phone:

Clerk's email address & phone:

Moderator's signature (and date):

Clerk's signature (and date):
