

Financial Grant Application Instructions

Church_____ City_____ Date_____

Funding support for physical and programmatic barrier removal efforts is available to churches in the Cascades Presbytery through the Presbytery's *OPENING DOORS* Task Force on disabilities. As funding is limited, applications will be reviewed carefully for conformance with these instructions.

SCOPE

Examples of projects that are eligible include the purchase of large print materials, assistive listening systems, power-assist door openers, ramps, hardware replacement, elevators and lifts, specialized curricula for individuals with intellectual challenges, restroom modifications, special education teaching tools for Christian Educators, signage, architectural planning fees, etc. Other, less conventional projects are encouraged.

Pending availability of funds in any given year, the maximum amount of grant monies available for any one project is limited to no more than 50% of the total cost of the barrier removal project. Applications for multiple projects by a church in a year will be considered as will barrier removal efforts that may be a part of a larger project.

PROCEDURE

It is important for successful physical use of a church building by people with disabilities to provide barrier-free access **from parking to building entry to ease of interior use**. This sequence is important to conform to federal and state codes and will be an essential part of the criteria used for evaluating a grant.

Prior to submittal of a Financial Grant Application an initial pre-application telephone conversation is required to assure the proposed request meets basic criteria and procedure necessary to conform to the 'Americans with Disabilities Act' (ADA) and meet the qualification standards for our grant program. Contact: Rick Parfrey at 503-636-0109, Lake Oswego OR.

SUBMITTAL

Applications for matching funds must be received by the Cascades Presbytery Central Region Office by May 15th. Upon receipt and review of the application the Task Force will schedule an on-site review. Decisions on grants will be finalized by 1 September and forwarded to Presbytery for final approval and funds will be released to the applicants on or about November 1st.

PRIORITIES FOR AWARDING GRANTS

The following criteria will be considered in establishing eligibility and priority for awarding grants:

- a. If not previously submitted within the last five years, provide a completed two-part Building Accessibility Survey that describes existing barriers or within the physical plant.

Survey forms can be downloaded at:

<http://www.cascadespresbytery.org/ODTFGrantApplication.pdf>

or available through the Central Presbytery office in Eugene.

- b. Narrative of barrier removal projects accomplished.
- c. Degree of cost-sharing anticipated and/or funding available for the project in addition to the grant request.
- d. If your project includes any physical barrier-free improvements the application will not be considered unless accessible parking, an accessible route from the parking to the main entrance, and accessible entrance, and an accessible route to accessible restroom facilitie(s) can be verified.
- e. Non-physical projects such as assisted listening devices, large print materials, etc. will not require adherence to Part d. of this section and will be evaluated on a stand-alone review.

CONDITIONS OF APPROVAL

Barrier removal projects requiring physical changes to the building or site will require dimensioned drawings, to scale. These drawings must delineate details (elevations, sections etc) of the project to provide a clear understanding and scope. Include site and overall building plans, showing routes of accessible entry, etc. Contractor cost estimates or proposals should be included with the application.

Requests for non-physical-plant projects, i.e. hearing devices, power door openers, etc. shall include manufacture's data, 'cut sheets', and cost estimates.

In all cases photographs are essential for us to understanding existing conditions to be revised.

I acknowledge reading and understanding these instructions:

Signed _____ Date _____
Teaching Elder (__) or Clerk of Session(__)

(Please include this form with application)

Financial Grant Application

A. GENERAL INFORMATION *(please type or print)*

Date _____ Congregation _____

Physical Address _____
Street City zip

Mailing Address _____

Church Phone _____ E-Mail _____

Contact Person _____

Title _____

Phone _____ E-Mail _____

Cell Phone (optional) _____

Signatures and attestation:

Project Coordinator, Clergy member, person submitting the application and Clerk of Session signatures confirm Session approval of the project. Signatures attest that the information submitted with this application is accurate and instructions have been followed.

Project Coordinator _____

Teaching Elder _____

Person submitting application _____
(Note: if same as Project Coordinator, so indicate)

Clerk of Session _____

B. BARRIER REMOVAL PROJECT DESCRIBED *(please type or print)*

1. What is the current accessibility problem this project will relieve?

Continue description on an attached page as necessary

2. Project Description

Describe the proposed project(s) and explain how it will solve the problem, keeping in mind the mandated sequence per the Grant Application instruction section. Please attach drawings and data per Grant Application Instructions. At least one set of drawings required to be to scale. Other copies can be reduced prints.

3. Supporting Material

Attach supplemental information that helps explain the nature of the project, including photographs, congregation's financial ability to help with completion, history of support for people with disabilities, the congregation's involvement with outside groups associated with a particular disability, or other relevant information useful in evaluating this project.

4. What is the estimated total described project cost? \$ _____

5. What is the amount of the grant funding request? \$ _____

(Note: the grant request cannot exceed 50% of the total cost.)

6. How much funding has been received or pledged as of the date of this application for the project? \$ _____

7. What are the estimated beginning and completion dates for the project?

Start _____ Finish _____

(Note: Projects must be completed within 24 months of receiving notification of grant funding)

C. RELATED INFORMATION

1. Accessibility survey

Please enclose copies of the completed *Americans With Disabilities Act (ADA) Building Accessibility Survey*, unless completed and submitted to the *Opening Doors* program in the last five years. (A link to a downloadable survey form can be found on the Presbytery web site: www.cascadespresbytery.org).

Included _____ Previously Submitted _____

2. City/County application

Most barrier removal projects will require plans review and approval by local city or county agencies. When available, please attach copies of any drawings, data and application forms submitted to the governing agency.

3. Contractor

Include copies of estimates or bids received from contractors relevant to the described project. Request contractor submit cost for this project separately if part of a larger project estimate or bid.

D. PROJECT APPROVAL

1. Project changes

No changes in the project scope described in this application except as relates to *Opening Doors* Task Force review, will be allowed without consultation and written consent of the *OPENING DOORS* Task Force.

2. Project completion

Project shall be completed within 24 months of receiving written notice of the grant approval. If project is not completed within this time frame, grant funds shall be returned to the Cascades Presbytery Central Region Office within 30 days of the original established completion date.

3. Photograph submittal

Project will not be considered completed until record photographs of the finished project are submitted to the Task Force.

4. Additional forms can be downloaded from the Presbytery's website:

www.cascadespresbytery.org/OPENINGDOORS.html

5. Send 5 copies of the completed forms and attached information/data to:

Cascades Presbytery Central Region Office
1475 Ferry Street, Suite 121-E
Eugene, OR. 97401-4212
800-926-3223 or 541-465-9173

DEADLINE FOR SUBMITTING APPLICATIONS IS MAY 15th