

# The Barnabas Fund Grant Application

The purpose of the grant is to provide limited support for critical capital maintenance and/or facilities accessibility needs, or mission and program needs.

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

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

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

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

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

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

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1. How much of a grant is being requested (maximum \$10,000)? \$ \_\_\_\_\_
  2. What project will the grant be used for? If this is for an accessibility project, please see the Accessibly Grant application information and complete the application requirements on pages 2 & 3.
  3. What are the circumstances or current accessibility problems leading to this request?
  4. What specific needs will be met or accessibility problem resolved if this request is approved?
  5. How much will the church contribute toward the project? (an accessibility grant request requires a minimum of 50% contributed toward the project.)  
\$ \_\_\_\_\_
  6. What is the total cost of the project? \$ \_\_\_\_\_
  7. What are the estimated beginning and completion dates for the project?  
Start \_\_\_\_\_ Finish \_\_\_\_\_

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 Barnabas Fund grant.

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

\_\_\_\_\_  
**Date**

# Accessibility Grant Application Information and Application Requirements

Funding support for physical and programmatic barrier removal efforts is available to churches in the Cascades Presbytery through the Presbytery's *Barnabas Fund*. 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.

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. Congregations who receive a Barnabas Fund grant of any kind must wait 12 months after a grant is awarded to submit another application.

## PROCEDURE

It is important for the 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.

An Accessibility Grant Application is subject to an initial review 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 the grant program.

## SUBMITTAL

Original applications for Accessibility Grants through the Barnabas Fund must be received by the Cascades Presbytery's Portland Office and will be reviewed by the Presbytery Board of Trustees at their regularly scheduled meetings. Deadline for all applications and supporting documents is approximately three weeks in advance of the Trustees meeting date which can be found on the Presbytery website <http://www.cascadespresbytery.org/about/calendar/>.

## PRIORITIES FOR AWARDING GRANTS

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

- a. Narrative of barrier removal projects accomplished.
- b. Degree of cost-sharing anticipated and/or funding available for the project in addition to the grant request.
- c. 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 facilities) can be verified.

- d. Non-physical projects such as assisted listening devices, large print materials, etc. will not require adherence to Part C 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 manufacturer's data, 'cut sheets', and cost estimates.

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

### **RELATED INFORMATION**

**1. City/County application**

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

**2. Contractor**

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

**3. Supporting Materials**

Attach supplemental information that explains 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 groups associated with a particular disability, or other relevant information useful in evaluating this project.

I acknowledge reading and understanding these instructions:

Signature: \_\_\_\_\_

Teaching Elder  or Clerk of Session

Submit to: Presbytery of the Cascades Address: 0245 SW Bancroft, Suite D, Portland OR 97239-4272  
Phone: 503-227-5486 [office@cascadespresbytery.org](mailto:office@cascadespresbytery.org)

**Please include this form with application**