

## SYNOD OF THE MID-ATLANTIC JUBILEE FUND GUIDELINES

### GENERAL DESCRIPTION

The Jubilee Fund is a Synod designated fund. It was created in 1982 from the proceeds of the sale of the Jubilee Health Center in Henderson, North Carolina. The income from the principal is to be used for mission projects in the areas of (1) African-American clergy recruitment; (2) African-American Christian Education; (3) African-American congregational leadership and development; and (4) African-American youth ministry. The programmatic use of this fund must benefit African-American congregations of the Presbyterian Church (U.S.A.), and its constituent communities within the geographic bounds of the Synod of the Mid-Atlantic. The Jubilee Fund Committee receives, reviews, and processes applications for Jubilee Funds and forwards recommendations for awards through the Grants/Awards Committee of Synod Assembly.

### FORMULA FOR CALCULATING AMOUNT FOR DISTRIBUTION

Effective October 1, 2012 (Jubilee Fund Committee) the amount of funds available for distribution of grants will be determined by computing 4% of the average market value of the Jubilee Fund (principal and accumulated interest) for the previous twenty quarters. Out of this computation, ten percent (10%) will not be distributed but returned to the principal of the Jubilee Fund so that the principal may continue to grow. Until such time that a twenty quarter average is obtained, the 4% computation will be based on the current year's market value of the Jubilee Fund (principal and interest). The amount of any individual grant is a function of the number of applications received and the total amount available to be distributed.

### CATEGORY OF PROJECTS ELIGIBLE

1. **African-American Clergy Recruitment:** Ministry for the specific purpose of encouraging African-Americans to inquire, consider and prayerfully seek a call as Teaching Elder. The project must be clear and definitive in its purpose, defined objectives, fully established plans of action that clearly lead to the objective of filling the need for African-American candidates and inquirers for Ministry as Teaching Elders in the Presbyterian Church (USA).

2. **African-American Christian Education:** Ministry for the specific purpose of encouraging African-Americans to inquire, consider and prayerfully seek a call to the ministry of Christian Educator. The project must be clear and definitive in its purpose, well defined objectives, fully established plans of action that clearly lead to the objective of filling the need for African-American candidates for the ministry of Christian Educator in the Presbyterian Church (USA). **This provision also supports a Ministry of Christian Education** within the congregation and or community with clearly defined objectives and fully established plans of action that clearly lead to the objective of filling the need for a Christian education program within an African-American congregation or community of the Presbyterian Church (USA).

**3. African-American Congregational Leadership Development:** Ministry for the specific purpose of encouraging African-American congregational leadership development within a specific congregation or a cluster of congregations with a specific identified need and plan. The project must be clear and definitive in its purpose, well defined objectives, fully established plans of action that clearly lead to the objective meeting a specific identified need for congregational leadership within a specific congregation or groups of congregations of the Presbyterian Church (USA). Partnerships are strongly encouraged.

**4. African-American Youth and Young Adult Ministry:** A ministry for the specific purpose of building a youth (defined as ages birth to 18 years old) or young adult (defined as ages 19 to 35 years old) program in a specific congregation or groups of congregations where a clearly defined need exists. The ministry objectives are to result in the implementation of a planned approach to a general youth/young adult ministry within the community of the church or churches. The plan must have specific goals and steps to achieve the objectives which comprise the core of the plan. The plan must address a specific need in the community that the congregation will meet through its ministry with and for youth/young adults in the church and in the community. The project must be clear and definitive in its purpose, well defined objectives, fully established plans of action that clearly lead to the achievement of the objectives.

## APPLICATION GUIDELINES

### I. GENERAL INFORMATION

Complete the information for (A) Project Title, (B) Project Contact Person(s), (C) Non – profit Status, (D) Amount Requested, (E) Category of the Proposal, (F) Category of Eligible Project, (G) Sponsoring Organization, (H) Prior Jubilee Funding, (I) Official Signatures, (J) Listing of Project Oversight Groups.

### II. DESCRIPTION OF PROJECT

#### A. Category of funding

- Select the category of project eligibility from which your application will request funds.

#### B. Significance of Need

- Explain why your project will address the recognized need.

#### C. Purpose of the Project

- Describe how the project will address the recognized need.

#### D. Goal

- A goal is a broad statement of what you would like to accomplish. It generally links back to your need and states the final outcome of what you wish to accomplish. (example: Offer a Summer enrichment program for 12 weeks to maintain reading proficiency of children in the 4th grade)

**E. Objectives**

- An objective is a very specific measure of how you plan to attain the goal.
- Objectives should identify the target population that will be served, the time frame of serving, what you plan to use to accomplish them, (example: by the end of 12 weeks, 35 children in the 4th grade will be tutored and provided with reading materials to maintain and/or improve their 4th grade reading status for the coming school year.)

**F. Activities**

- Describe the activities in which the target population will engage.
- State the frequency, the time, the level of the activities, how participation will occur, and the number and qualifications of individuals who will be working with the target population to achieve the activities success.

**G. Outcome (projected)**

- Briefly describe how the objectives and activities will result in measurable outcomes. (example: 80% of the children were able to maintain and/or improve their 4th grade reading proficiency as measured by a survey, post test, observation, reading level sample, etc.)

**III. Budget**

- Submit a detailed budget that includes income and expenses.
- Include other resources that will contribute to funding the project, including outside funding, in-kind funds, and organization/church funds.
- The total of the income amount and the expense amount should be the same.

**IV. Project Liaison**

- Each approved application will have a committee liaison for consultation, technical support, and monitoring.

**ADDITIONAL CONTRIBUTIONS TO THE FUND**

African-American congregations of the Synod of the Mid-Atlantic will be asked to make annual contributions to the Jubilee Fund. Contributions from other congregations will be encouraged. All contributions should be submitted to The Jubilee Fund c/o Synod of the Mid-Atlantic, 3601 Seminary Avenue, Richmond, VA 23227.

**EVALUATIONS**

Proposals will be reviewed on their impact on the health of the church and their potential to most positively improve the quality of ministry in the congregations. All funded projects will be evaluated by the Jubilee Fund Committee. All projects must start within 90 days of the award. Final evaluation reports will be submitted to the Fund Committee within 60 days of the completion of the project.

## **TERM OF MEMBERS**

Members of the Jubilee Fund Committee will serve two year terms not to exceed two consecutive terms without rotation. Review of the work of the Jubilee Fund Committee will be at the discretion of the Synod.

## **REQUEST FOR FUNDS**

Application for a grant from the Jubilee Fund shall be in the form of a definitive proposal explaining the purpose of the grant, the need for the grant, how the grant will be used, how it will benefit the ministry/church and the process for evaluating the outcome. Applications will be due not later than February 1, 2018.

Revised:11/20/14; 12/1/15; 12/4/17