

Guidelines for Presbyterian Women Leadership Development Grants

* Leadership Development Grant funds come from PW Honorary Life Memberships, Recognitions and Memorial.

* No individual or group will be eligible to receive grants more than once within a four-year period.

I. Purpose of Grants

- A. **Individual and Group Grants:** To provide financial assistance to women in the Presbyterian Church (U.S.A.), and global sisters in churches that have a recognized partnership with the PC(USA), for developing and strengthening their leadership skills through participation in events including conferences.
- B. **Gathering Scholarships:** To broaden participation in the Churchwide Gathering of Presbyterian Women and to reflect the diversity existing in our churches in terms of race, age, etc., as determined by the Gathering Scholarship Committee. The sole purpose of this scholarship is to attend the Churchwide Gathering. Anyone interested in applying for a grant to attend the Churchwide Gathering must apply for a Gathering scholarship, not for an individual or group leadership grant. These scholarships are only available every three years, one year prior to the Gathering.

II. Categories of Eligibility

- A. **Individual Grants:** Individual women of the Presbyterian Church (U.S.A.) or global sisters in churches that have a recognized partnership with the Presbyterian Church (U.S.A.).
- B. **Group grants:** Three or more women from a PW group, a Presbyterian Church (U.S.A.) entity, or partner churches around the globe attending the same event as a group.
- C. **Gathering Scholarships:** Individuals affiliated with the Presbyterian Church (U.S.A.).

III. Maximum Amount of Grants

- A. **Individual grants:** \$500 for domestic events; \$1,500 for international events (Form A)
- B. **Group grants:** \$2,000 for domestic events; \$5,000 for international events (Form B)

IV. Application Process

1. To request a PW leadership development grant, fill out either the application for a group grant or the application for an individual grant, as your situation warrants. These applications are available from your PW in the Presbytery moderator or from your PW staff in Louisville (888/728/7228, ext. 5844). They also are downloadable in either Word or pdf format from the PW leadership development web pages, www.pcusa.org/pw/leadership.
2. In addition to the application form, you must provide your taxpayer identification number on the appropriate Internal Revenue Service (IRS) form. Individuals and groups residing in the United States should use IRS form W-9. **Foreign nationals living outside the United States** should use W-8BEN. **Groups and organizations outside the United States** should use W-8EXP. These forms are available at www.irs.gov. If you do not have access to the internet, contact the Leadership Development Grant Program assistant at 888/728-7228, ext. 5844, for copies of the forms.
3. Send the completed application and your taxpayer ID form to the appropriate person for endorsement.
4. The endorser must complete the endorsement section of the application and forward both the application and the taxpayer identification form to: PW Leadership Development Grant Program, 100 Witherspoon St., Room 3063A, Louisville, KY 40202-1396.
5. Applications and taxpayer ID forms must be received in the office of Presbyterian Women **ninety (90) days before financial assistance is needed for group grants**, and **sixty (60) days before for individual grants**.
6. The PW Leadership Development Grant Program office forwards applications to the Leadership Development Grant Committee for a decision. The committee notifies the office of its decision. Approved requests are then processed for disbursement. Be sure you have selected your preferred payment method (on the application), so that funds can be disbursed if your request is approved.
7. All grantees are required to submit a report of their experience of the event that they attend. When approved for the grant, the applicant(s) will receive a follow-up report form. Please complete the form and return it within six weeks to: PW Leadership Development Grant Program, 100 Witherspoon St., Room 3063A, Louisville, KY 40202-1396.