

How to Apply for a GEM Fund Grant

Please provide the following information:

1. **Vision** - Describe your project. Summarize how this project will help your church to hear and act upon God's call.
2. **Need** - Who do you hope will benefit from this project?
3. **Objectives** - Exactly what do you hope to accomplish in this project? How will this project benefit the overall ministry of your congregation in this new century?
4. **Action Plan** - What steps will you take to meet these objectives? Who in your church is accountable for this project? Please provide the name and information for a contact person.
5. **Timetable for Evaluation** - Who will evaluate this project and when will the evaluation take place? When will this evaluation be shared with your local church consistory/council?
6. **Budget and Duration** - How long will this project last and what will it cost? How much money are you specifically requesting from the GEM Fund? Are there other sources of funding for this project? If so, please list funding sources and amounts. How will you raise additional needed funds?
7. Provide the GEM Fund Ministry Team with **progress and financial reports** as agreed upon when the grant is made.
8. Make sure the application has the **church's complete address** as well as the **name, phone number, and email address of the contact person per the grant application**. *Don't forget to date the application.*

Submit the application with the required documentation (a supporting letter from Consistory/Council) by mail to: GEM Fund Ministry Team, PNEC, 431 Delaware Avenue, Palmerton, PA 18071 or electronically to BarbaraJ@pneec.org.