

**APPLICATION FORM
FOR COMPUTER AND INTERNET UPGRADE GRANTS
NORTHUMBERLAND PRESBYTERY**

The Council of Northumberland Presbytery has approved a small church grant (churches under 151 members) for up to \$500.00 for computer programs (software), hardware upgrades and to enhance or develop internet web page connections.

All requests will be submitted to the Presbytery Office and reviewed by the Executive Presbyter or the Stated Clerk for approval.

NAME OF CHURCH: _____

ADDRESS: _____

CITY AND STATE: _____

PHONE: _____ EMAIL: _____ WEB ADDRESS: _____

NAME OF CONTACT PERSON: _____

AMOUNT OF FUNDS REQUESTED FROM PRESBYTERY: \$ _____

AMOUNT OF FUNDS THE CHURCH WILL PROVIDE: \$ _____

TOTAL COST OF THE UPGRADE: \$ _____

DESCRIPTION OF THE NEED: (use additional page if necessary)

TYPE OF UPGRADE:

NEW HARDWARE* \$ _____

NEW SOFTWARE* \$ _____

WEB PAGE PROVIDER* \$ _____

ON SITE NEEDS ASSESSMENT \$ _____

INSTALLATION COST \$ _____

OTHER \$ _____

TOTAL \$ _____

*On additional page please itemize all expenses

ENDORSEMENT BY CLERK OF SESSION OR PASTOR: _____

EP or State Clerk APPROVAL: _____ DATE: _____

PLEASE RETURN YOUR COMPLETED APPLICATION TO NORTHUMBERLAND PRESBYTERY, P. O. BOX 334,
MONTOURSVILLE, PA 17754

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FOR COMPUTER AND INTERNET UPGRADE GRANTS
NORTHUMBERLAND PRESBYTERY**

GUIDELINES AND PROCEDURES

The Presbytery of Northumberland in order to fulfill its mission to be a resource to small congregations has established a computer and internet grant program to help small congregations upgrade their current computer hardware, software and internet connections.

PURPOSE OF THE GRANT:

The grant will provide an amount of money up to \$500.00 for small congregations with a membership of 150 members or less to upgrade their current computer hardware, software, and internet /web connections.

GOALS OF THE GRANT PROGRAM:

- Encourage small congregations to continually upgrade computer hardware which may include new monitors, CPU units, and printers.
- Encourage small congregations to continually upgrade computer software which may include new programs to enhance worship, education, and church administration.
- Upgrading operating programs like Windows XP or Office 2003, including virus and firewall protection.
- Encourage small congregations to get connected to the World Wide Web by providing money for an internet provider and web page site or a web master to create a web page.
- Encourage small churches to provide computer education classes for church staff and key leaders in the congregation.
- To provide an (IT) information technician to small congregations who will do an on site needs assessment in helping the church determine the kind of hardware and software they need in order to accomplish their mission and to provide installation of new equipment.

PROCEDURES

- The computer / internet upgrade grants will be managed by the Executive Presbyter and the Stated Clerk under the overall responsibility of the Council.
- The Council will budget amount NTE: \$6,000 annually from the miscellaneous account of the Unified Giving of the Mission Budget. The money will be dispersed on a first come first serve basis annually.
- A church may request a computer/internet grant up to \$500.00 once every five years.
- A church can contact the Presbytery office to make an appointment with the Presbytery IT (information technician) within a 30 mile radius of Williamsport in order to schedule an on site needs assessment or a phone assessment prior to the making of the request. The cost of the IT (information technician) will not be included in the grant proposal and paid by the presbytery mission budget.
- A church will submit the request to the Presbytery Office. Each request will be reviewed by the presbytery Executive Presbyter, Stated Clerk and if necessary the Presbytery (IT) information technician when dealing with hardware and operating programs.
- Applicants shall submit completed application form to the Presbytery Office.

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