

Policies & Procedures for the Ten Cents-a-Meal (TCaM) Program of the Presbytery of Charlotte

VISION – All people belong to the family of God. The Church is called to feed the hungry, in response to the Great Shepherd who directs us to “Feed My Sheep.”

MISSION – To Feed and Nurture those who hunger and thirst, both physically and spiritually.

¹⁵ When they had finished breakfast, Jesus said to Simon Peter, “Simon son of John, do you love me more than these?” He said to him, “Yes, Lord; you know that I love you.” Jesus said to him, “Feed my lambs.” ¹⁶ A second time he said to him, “Simon son of John, do you love me?” He said to him, “Yes, Lord; you know that I love you.” Jesus said to him, “Tend my sheep.” ¹⁷ He said to him the third time, “Simon son of John, do you love me?” Peter felt hurt because he said to him the third time, “Do you love me?” And he said to him, “Lord, you know everything; you know that I love you.” Jesus said to him, “Feed my sheep.”

Gospel of John 21: 15-17

The actions of the Ten Cents-a-Meal Program shall serve to assist the local congregations to address these mission outreach needs by combining resources and coordinating mission outreach validation and support throughout the counties served by the Presbytery of Charlotte.

History (pertaining to the focus of grants awarded)

The Hunger Action Work Group was formed in 1982, facilitated by Dot Camp (Steele Creek Church), and a part time staff support position entitled the Hunger Action Enabler. As such, the Work Group focused on Food Security Outreach ministries. Awareness materials were created and distributed to member churches under the banner of “2 Cents a Meal”, later “5 Cents a Meal” and currently “Ten Cents-a-Meal” Offerings. Recognizing that the potential needs within our Presbytery boundaries would far exceed the resources at our disposal, guidelines were followed, whether written or understood, which limited the awarding of grants for consumable food items only. This precluded food preparation tools, food preparation staffing expenses, packaging materials, transportation costs, etc.

At one point, the Hunger Action Work Group Program acknowledged the need for support of our various ministries to “At Risk Youth”. Grant applications for activities serving at-risk youth were considered and initially, only food and nutrition budgets were considered appropriate for Hunger Action Work Group grant support.

During the restructuring of the Presbytery of Charlotte in 2017, The Hunger Action Work Group would evolve into the Ten Cents-a-Meal Task Force.

General Policy Guidelines (for all grants awarded)

Grants are awarded to provide **food and nutrition items only**, to agencies, pantries, shelters, children and youth programs, etc. Grant applicants must be 501c3 non-profit organizations.

Grants are intended to provide only **partial support, not more than 1/3 of the food cost line item in an applicant agency budget. (NOT the full amount.)** This is intended to nurture a healthy balance of funding for worthy activities, encouraging them to expand their contact and support base. The metaphor of the three-legged stool may be used to symbolize the balance and strength achieved by three, not one, support source sustaining an on-going ministry.

Grants are not considered for validation until a fully completed application is received, including all supporting documentation asked for and received prior to the stated deadline of February 28th. A Check List of required materials should be provided to applicants.

A **Final Report** of each Agency's services for the Grant Cycle shall be submitted following each year, either with the next Grant Cycle Application or by the February 28th Deadline.

In our desire to nurture the engagement of each agency together with a local PCUSA congregations within their community of service, we now require a letter of support from one of our local **PCUSA congregations** to complete the Grant Application documentation for consideration. **It is the responsibility of the applicant** to request and insure submission of this letter of support. This will undergird the outreach and support of our local congregations for the agencies serving within their respective neighborhoods and communities. It will also serve to expand the collegial nature of validating each of the numerous applications received each year, by enlisting the aid of our member churches, elders and pastors.

In general, payments have been made on a quarterly basis. The amounts disbursed represented an equally apportioned prorated figure formulated on the offerings received divided by the aggregate amount of all "maximum" grant amounts approved.

Start-up organizations or ministries, in addition to fulfilling all other application documentation, are required to provide a 1) detailed financial report for the past fiscal year, as well as 2) a budget for the grant year which shall identify other additional sources of funding in addition to POC. Once again, this is to benefit the applicant, as it ensures broader support and involvement for the outreach activity.

The current **maximum grant request shall not exceed \$10,000.00.**

Interpretation and Accountability

The TCaM Task Force is also charged with assisting our local congregations with interpretation resources which address Food Security in general, as well as reporting back to our many churches sharing the activities which they support through the Ten Cents-a-Meal program. When invited or welcomed by the Moderator of Presbytery, **reports shall be presented upon the floor of Presbytery or within the Presbytery Packets.** A summary of the Grant Portfolio shall be presented to the Presbytery each year.

The **Ten Cents-a-Meal Task Force shall make contact with each of the Grantee** entities, if possible in person or by phone, reviewing the applicants' program services and needs. Success stories specific to a grantee activity are often helpful in validating the overall outreach of the TCaM program to our supporting churches and contributors. Recognizing that our TCaM members are stretched thin in their personal time and resources, the local church advocacy letters of support, mentioned earlier, may serve to assist with this accountability guideline standard.

Procedures

TCaM Grants are awarded on an annual basis, January through December. Payouts will trail these dates, however, with the final payout for any calendar year going out in February. Grant Awards shall be awarded quarterly, in amounts proportionate to offering funds remitted from individuals and churches.

A new application must be submitted, in its' entirety, to be considered for a grant in each succeeding year. Applications may be obtained on the POC web page. All fully completed applications must be postmarked no later than February 28th, to be considered for the current calendar year awards. The applications may be reviewed and approved as they are received. It is the responsibility of the Applicant to check the website each year for the availability of the application and to submit it on a timely basis. Reminders of the Grant Deadline may be included with the final checks issued earlier in February for Grantees participating in the prior year.

Grantees will be notified by March 31st, as to the disposition of their grant application and the **"up-to-amount"** for which their grant has been approved. It shall be stressed (on the original application and the award notification) that this is NOT an amount they should expect to receive, but rather a maximum amount if funding is secured sufficient to fulfill all grant awards requested and approved. Payments will be prorated on the basis of funding received.

Once approved as a Grantee, checks may be anticipated on a quarterly basis; April, August, October and early February. A possible projected grant amount to be anticipated, may be suggested once all applications have been reviewed at the March Meeting of the TCaM Task Force. No applications may be considered after the February 28th Deadline.

All grant disbursements shall be on the same prorated schedule regardless of their duration, with the exception of those programs which operate exclusively during the 10 weeks (or less) of the summer. Summer Programs, which are approved according to all other guidelines, may request a two payment disbursement schedule, April and August. The total amount of any Summer Program Grant award shall not exceed 50% of the amount requested and approved.

Planning Calendar Schedule of suggested activities for the calendar year.

January – All receipts for the previous calendar year shall close during this month. The ending date shall be determined at the discretion of the POC Treasurer. A final total will be established and all grants shall be paid out in a manner seeking to balance the grant cycle distributions. Reminder notes will be included with final payments to include the deadline for submission of TCaM Requests for the new calendar year grants, (note February 28th).

Updating the POC Web Page announcement, weekly Email Blast notices, plan and prepare any materials intended to be distributed to the churches.

February – The TCaM Task Force may meet to receive the Close-out Report for the past year completed. Prepare and distribute a "Celebration Report" to the churches, sharing the Good News in the report, of their response to the Lord's instruction to "Feed My Sheep." In addition, any New Grant Applications may begin to be reviewed for completeness of documentation and subsequent approval of Validated Grant Amounts.

March – The TCaM Task Force shall meet to complete the review process for all new grant applications for the current calendar year. No further applications may be received at this time. A total Grant Cycle Plan shall be adopted and the treasurer directed to make a "Timely" first payment accordingly. (These amounts may be relatively small at this time, but they are seed monies and the Grant Letter attached is important for the organization's budget planning going forward)

These first payment letters shall also include Congratulatory letters that include the “Up-to” amount approved as validated by the Committee. Care shall be taken to word the letter to clearly state that the Validated Amounts are not guaranteed and should not be anticipated as the eventual funding provided.

Grantees shall be assigned to the members of the TCaM Task Force.

May & June – TCaM Task Force members should begin making initial contacts with the Grantee organizations assigned to them. It is imperative that any “**Summer Program Grantees**” be contacted at this time. Celebrate the Presbyteries Partnership with the organization in serving the needs of their community. Answer any questions that they may have and schedule an appropriate time for a visit to their ministry, is possible when they are actively in operation.

The Presbytery’s Treasurer shall determine a closing date, up to July 31st, for second quarter receipts from supporting churches. If these figures are available at the July meeting of the Presbytery, it may be reported by the committee at that time.

As we approach the 2/3 mark in the calendar, TCaM Task Force members are encouraged to submit stories -][or vignettes of the various outreach ministries supported by the Ten Cents-a

-Meal Offering throughout our Presbytery. These may be shared through the weekly Presbytery Announcements and Email Blasts.

September – The TCaM Task Force should review the participation report reflecting those churches who are remitting offerings of support. Encouraging contacts should be made to those churches that may have remained “silent” up this point in the year. Any remaining site visits should be underway, or scheduled during September.

October – As we enter the last quarter of the calendar year, it is time for the TCaM Task Force to begin a review of the process involved in the Grant Cycle. The Application Process, documents and any schedule adjustments should be reviewed and amended, as needed. A notice may be posted on the Presbytery e-Blast that “TCaM Applications for the next year will become available on the Presbytery web page in December.” Third quarter receipts will close-out by the end of this month, on a date determined by the treasurer.

November - Third quarter payments will be mailed, together with a reminder note about the Grant Applications becoming available on the Presbytery web page in December with a submission deadline of February 28th and final payments on the current grant cycle may be anticipated in February.

Update Application materials for the next grant cycle, making them available on the Presbytery web page.