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## PURPOSE

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*The Travel and Witness Granting Group (TWGG) provides grants to support active service and witness by individuals following leadings of the Spirit, in accord with the donors' restrictions on its four funds. Reports from our grantees are inspiring and their service and witness strengthen the Religious Society of Friends. See reports at [www.pym.org/grants](http://www.pym.org/grants).*

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## TYPES OF GRANTS

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1. **Grants for Travelers (travel grants)** are available to members of the Philadelphia Yearly Meeting traveling within the U.S. or abroad; to United States Quakers traveling abroad on Friends concerns; and to international travelers coming to the United States on Friends Concerns; and, in some cases, to organizations arranging or providing such travel. These grants support documented travel costs to help --
  - a. People to engage in activities that promote international understanding, justice and peace, by traveling outside their own country to any part of the world where Quakers and others address conditions of injustice, conflict, the environment, poverty, or to engage in fellowship among Friends, or intervisitation between Yearly Meetings.
  - b. PYM members traveling in Quaker service
  - c. PYM members traveling to PYM Annual Sessions, Continuing Sessions, and Quarterly Meetings
  - d. PYM members traveling under a religious concern recognized by their Meeting
  - e. PYM Meetings and organizations, to support transportation costs to PYM Annual Sessions, Continuing Sessions
2. **Grants for PYM Young Adult Friend's projects, or for projects of direct benefit to PYM Young Adult Friends (project grants)** are available to PYM young adult Friends (YAFs), between the ages of 18 and 40, in ministry, service, witness and Quaker study. These grants are made to individuals with a well-thought-out program to develop a particular ministry or calling that has the potential to provide leadership within the Society of Friends. Projects can take the form of putting Quaker values into practice and in action or to apply Quaker perspective to a pressing social concern in the form of service projects.
  - a. Grants to organizations are made for programs, events or activities which support and build the community of PYM young adult Friends, ages 18 to 40. This may include scholarships for Quaker events or gatherings, sponsorship of specific programs as part of a larger event, or grants to fund a percentage of a program or gathering.

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## ELIGIBILITY

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1. **United States Quakers and others who travel abroad on Friends concerns** may apply for travel grants.
2. **International visitors who come to the U.S. on Friends concerns** may apply for travel grants, as may students, whether Quaker or not, attending Friends Schools and travelling internationally on Friends concerns.
3. **Young Adult Members and attenders of Philadelphia Yearly Meeting's constituent meetings, who are 18 to 40 years of age**, may apply for YAF grants for their own projects. If a project involves work with a Friends organization, application should be made from the organization under (4) below.
4. **Friends organizations active within the PYM area** may apply for projects that serve the members and attenders of PYM's constituent meetings who are 18-40 years of age.

5. **Members and attenders of Philadelphia Yearly Meeting** may apply for travel grants **for the following purposes**.
  - a. Travel expenses incurred attending Philadelphia Yearly Meeting (YM) sessions, including continuing sessions, and for Quarterly Meeting (QM) sessions.
  - b. Travel expenses incurred by travel under appointment by and on behalf of Philadelphia Yearly Meeting.
  - c. Travel expenses incurred by travel under religious concern.
6. **PYM Councils** may apply on behalf of groups within the PYM administrative structure for assistance with travel of members of a committee on the behalf of the committee, but only in exceptional cases where the Council itself has been unable to budget for the committee's expenses; or on behalf of those groups when they are arranging or providing travel as enumerated in (5) above.

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## APPLICATION REQUIREMENTS

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1. Applicants must report on prior TWGG grants before making new applications.
2. Applicants must wait at least one year from applying before making a new application.
  - a. Except when applying for travel to Annual Sessions, Continuing Sessions, and/or Quarterly Meeting
3. Applications may not be made for:
  - a. Multi-year commitments. However, you may re-apply and may receive funding in more than one year.
  - b. Tuition aid for primary, secondary, or college education
  - c. Salaries or paid internships
  - d. Travel that occurs entirely outside the United States
4. For travel entirely within the United States, applications are not considered for:
  - a. Incidental costs of travel, such as overnight accommodations, event fees, and meals.
  - b. Travel costs by or on behalf of PYM committees (or other structures) that are normally covered by that committee's yearly budget. In extraordinary cases, their Council -- if unable to fund the travel -- may request a special grant on the committee or structure's behalf.
5. Applications for Travel Grants under Eligibility 5(c) *and not covered under 5a or 5b* **must** supply a travelling minute or minute for religious service from their Monthly Meeting, and to list their Meeting clerk or a member of their clearness committee as a reference.

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## GRANT SIZE

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1. **Travel Grants** have ranged from \$200 to \$3,000 for grants to individuals, but larger applications will be considered if needed. Grant size is limited by the availability of funds. Grants to non-PYM members range in size but are usually around \$400.
2. **YAF grants** range in size but are usually not more than \$1,000 for individual applicants.

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## PRIORITIES

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The Travel and Witness Granting Group is composed of Friends of all ages from various PYM Monthly Meetings. The granting group's discernment is guided by these priorities. Preference is given to:

- a. First time applicants.
- b. Projects where there is a significant contribution from other sources or the individual in the form of financial support or services in kind (such as volunteer hours, use of meeting facilities, etc.)
- c. Applicants with demonstrated need.

Applicants for travel under appointment by PYM, while eligible under 4(b) above, are encouraged to contact PYM for non-grant travel support or reimbursement before considering an application to Travel & Witness.

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## APPLICATION PROCEDURES & EXPECTATIONS

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1. **Application:** Applications for travel grants must be made by the application deadline and within four months of the completion of travel; applications for project grants must be made by the application deadline and at least one month before the project begins.
2. **Deadlines for Application:** March 1st, June 1st, September 1st, December 1st. If the 1st falls on a Saturday or Sunday, applications are due the Monday following. Applications received after the deadline will be held over until the following deadline for consideration. In rare cases of extreme urgency, applications may be considered in the interim if possible at an additional called meeting. Such decisions require at least 4 weeks.
3. Individuals who apply are expected to involve their Quaker Meetings and communities in preparations and in sharing their experiences when they return. Individual applicants are encouraged to seek the support of their meeting or organization, as well as assistance from family and friends.
4. **Submit completed application:** All applicants must complete the Travel & Witness Granting Group Application Form. Download the form online at [www.pym.org/grants](http://www.pym.org/grants). E-mail full application and all required documents to [Grants@PYM.org](mailto:Grants@PYM.org) or mail it to the address at the end of these guidelines.
5. **REPORTING:** TWGG Grantees are expected to submit a report to the granting group on the outcome of their travel, event, or project. Until a report is received, requests for new grants will not be considered. Download a report from online at [www.pym.org/grants](http://www.pym.org/grants).
6. Unspent grant funds, or funds not used for the specified granted purpose, must be returned alongside the grant report.
7. **Download the TWGG Report Form**, from PYM's Forms & Guidelines webpage at <https://www.pym.org/grants/forms-and-guidelines/>. **Submit completed report:** Scan and e-mail full report and all required documents to [Grants@PYM.org](mailto:Grants@PYM.org) or mail it to the address at the end of these guidelines.

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## APPLICATION TIMELINE

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1. Confirmation of application: After you apply, PYM staff will confirm that your application was received, and then review your application for completeness before passing it on to the Granting Group to consider for approval. You may be asked to submit additional material, to submit missing material, or to clarify aspects of your application if they are unclear.
2. Decisions are made by the end of each month in which there is a deadline for applications.
3. If approved, grant checks will normally be mailed within the first two weeks of the month following (for the March deadline, grants will be mailed in April; for June, they will be mailed in July, and so on.)
4. Grant reports are due within one month of the end of the granted project/travel; grantees are expected to return grant money not used for the specified purpose at the time they report.

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## FUNDS

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TWGG grants are made from the following donor-restricted funds, only for the purposes listed:

**Friends InSTITUTE** – *to support and encourage young adult Friends, between the ages of 18 and 40, in ministry, service, witness and Quaker study.*

**International Outreach Pooled Fund** – *to assist people to engage in activities that promote international understanding, justice and peace, by travelling to any part of the world where Quakers and others address conditions of injustice, conflict, the environment, or poverty or engage in fellowship among Friends.* [This is a Friends Fiduciary Fund]. (it can support incidental costs of travel, including meals and lodging.)

**International Outreach Fund** -- PYM Fund for same purpose as above.

**John Pemberton Fund** – *supports transportation expenses for Members of PYM traveling in Quaker service (but not incidental costs of travel).*

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## CONTACT

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