

Covenant Presbyterian Church  
**Jay Armstrong Endowment for Youth Ministry**  
Grant Request Form (Last Updated: 2/8/2015)

All requests for financial support from the Jay Armstrong Endowment for Youth Ministry (also known as the Jay Fund) will be reviewed by the Jay Armstrong Fund Committee taking into account the following factors and considerations.

For 2016, grants may be requested **up to \$2,000**.

Each grant must support a **Youth in mission or in ministry**, but does not necessarily need to be limited to Youth Program activities.

A grant can finance (fully or partially) the **expenses** or **capital purchases**<sup>1</sup> associated with service/mission/ministry experiences for youth and other aspects of the youth activity. These experiences may be local, within the US, or abroad, and a grant may fund expenses or capital purchases that build the youth activity.

The youth that benefit from this grant may be from Covenant Presbyterian Church, or the youth may be friends of Covenant members.

For 2016, grant requests are reviewed between **Tuesday, March 1, 2016** and **Sunday, March 27, 2016**.

Grant Awards and their Recipients will be announced at the Covenant Café on **Saturday, April 9, 2016**.

Please provide brief responses to the following **six questions** and submit the responses to Jay Armstrong Fund Committee<sup>2</sup> through its Chair (**Cathy Levy**) or staff liaison (**Rev. Dr. Tracy Keenan**). **Specifically:**

- Type directly on this form<sup>3</sup> and email your request Cathy at [cathy.levy@gmail.com](mailto:cathy.levy@gmail.com) or Tracy at [tracykeenan@covenantpcusa.org](mailto:tracykeenan@covenantpcusa.org) with the Subject line “Grant Request for Jay Armstrong Fund – My Name” (where My Name is your name) between Tuesday 3/1/16 and Sunday 3/27/16.
- Hand-written requests are not-preferred, but will be accepted if necessary, and should be mailed or hand-delivered to either Cathy (3679 Scioto Run Blvd, Hilliard, Ohio, 43026), or Tracy at the church (2070 Ridgecliff Rd., Columbus, OH, 43221) between Tuesday 3/1/16 and Sunday 3/27/16).

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<sup>1</sup> “expenses or capital purchases” covers ANY kind of purchase that you might want to include in this grant application. Just for your information, expense purchases tend to be purchases for things that are “used up”, like stamps, printing, travel expenses, or fees paid to a designer. In contrast, capital purchases are for things that are more physical, and they are “used up” over a much longer period of time, such as computers, refrigerators, or sports equipment. Also, when you purchase *capital*, you also plan for the *expense* of maintenance.

<sup>2</sup> 2015/2016 Committee Members: Anne Remias (Chair), Peggy Siegel, Cathy Levy (Principal Donors), Rev. Tracy Keenan (Staff Liaison), Betsy Patterson (Youth Commission Representative), Linda Billman (PFM Representative)

<sup>3</sup> Let us know if you need a Word version of this document, and we will email this document to you.

**1. List your Contact Info where we can reach you to ask follow-up questions during the grant review period.**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone(s): \_\_\_\_\_

**2. Describe the proposed grant.**

**3. Explain the amount and timing of financial support being requested.**

**4. Describe the kind of support (such as guidance, counseling, participation) that you are planning from Commissions of Session, the Deacon Board, Staff, and/or special ministries teams.**

5. Will you be willing to talk about your project with the congregation, in coordination with the Jay Armstrong Fund Committee?

Yes or No? (Circle One, and if No, explain.)

Note that this could take the form of speaking at a Sunday worship service, or at a Forum, or writing a blog for the church e-newsletter and website, as appropriate.

List your *anticipated* Contact Info where we can reach you to coordinate this activity after your project; if this is uncertain, list contact info for someone who can help us reach you at that time.

Name: \_\_\_\_\_

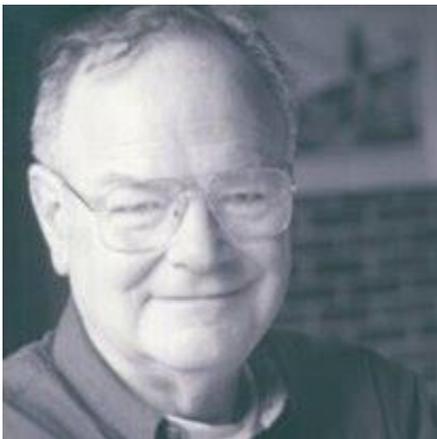
Email: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Do you give permission for the Jay Armstrong Fund Committee to list your name as a past recipient of a grant in Attachment B of future application forms and/or other publications in support of the Jay Armstrong Endowment for Youth Ministry?

Yes or No? (Circle One, and if No, explain.)

6. Describe any other specific factors that the Jay Armstrong Fund Committee should be aware.



*Thank you for participating in the Jay Armstrong Fund; by applying, you help enliven Jay's giving spirit and dedication to the youth ministry forevermore.*

*We also thank the donors and those who administer the grants on the Jay Armstrong Fund Committee.*

*Jay would be humbled and honored by you all.*

## **ATTACHMENT A:**

### **Who was Jay Armstrong?**

Jay joined Covenant Presbyterian Church in 1969 and was a “**fixture**” here for the next 44 years, until his passing after a short illness in 2013 at age 75.

For many in the church, Jay was just the guy who coordinated the men who served coffee between the services. What a humble task! Serving coffee. Coffee was a big priority to Jay! He was a supremely social person, and coffee greased the social skids... at least in church. So, he made sure there was coffee and men to serve it. **Jay was the “Coffee-Guy” for perhaps 40 years!**

But Jay did so much more.

**Jay brought his three little girls to church**, for one thing. The family made it almost every Sunday, and the girls made it to choir practice and Youth Group gatherings. Jay and his wife, Marty, thanked God for the self-confidence, solid friendships, and strong sense of God’s love the girls developed through Covenant.

When the girls became women and left home, Jay kept looking for a chance to “pay forward” to the ministry that had helped his girls. Eventually, he signed up for the Youth Commission where he served for over a decade. It’s estimated that **Jay raised \$100,000 for the youth** over those years through countless hours of polite, persistent soliciting of businesses and restaurants for gift certificates that were auctioned off at the annual fund-raiser, the Covenant Café.

While Jay never went on a mission trip with the youth, he was committed to helping them get there. He was intensely proud of the work the Lord did *in the Youth* and *through the Youth*.

Jay was especially proud of his work on the Pastor Nominating Committee (PNC) that recruited Rev. Dr. Tracy Keenan as head pastor of Covenant. Jay tried to do even more than his share of the leg-work since he was newly retired and the other members had day-jobs. He certainly felt it was all worth it to get Tracy on board!

Beyond the big projects, **Jay did a number of little things that would often make a big difference** for the church or one of its members:

You would see Jay welcoming a new member by sharing a cup of coffee between services.

You would see Jay helping with the church’s yard work.

You would see Jay helping church members find part-time or full-time work.

You would see Jay ushering, sometimes both services on a given Sunday.

You would see Jay visiting people who were sick, or attending funerals, and reaching out.

You would see Jay bringing communion to the home-bound.

You would see Jay helping to assemble a church float for the Fourth of July Parade.

You would see Jay going on a Geneva Hills retreat.

You would see Jay participating in a new men’s group activity and promoting it too.

You would see Jay inviting members out to a ball game, out to lunch, out for... coffee.

So Jay was the “Coffee Guy,” humbly serving others in a church he loved and for a God he loved. The Jay Armstrong Fund supports other humble servants who wish to make a difference in the lives of others.

## **ATTACHMENT B: Who has received the grants in the past?**

We look forward to keeping a running record of previous grant recipients and a brief description of their projects as part of this grant application form:

1. **2015** Jay Armstrong Youth Ministry Endowment Fund **Recipient(s)**: Olivia Breen, Kaylee Cundiff, Charlotte Gross, Ali Koeneman, Tristan Kueper, CharlieVazquez, and Emma Vazquez
2. **2016** Jay Armstrong Youth Ministry Endowment Fund **Recipient(s)**: (Unknown until 4/9)