



ST. PAUL LUTHERAN CHURCH  
ROOTED AND GROWING

## ST. PAUL EVANGELICAL LUTHERAN CHURCH

### ENDOWMENT FUND GRANT REQUEST FORM

#### **OUR MISSION:**

The St. Paul Evangelical Lutheran Church Endowment Fund was created in December of 2001 to foster, receive, and administer bequests and donor gifts for the glory of God and for the ministries of Jesus Christ. The earned income from the generous gifts and bequests given to the Fund will be used to support the mission of the church. This may include outreach into the community, synod, and the church-at-large, capital improvements, debt reduction or a building program of the church. The church may accept any property, real or personal.

The Church will try to honor the written directions of designated funds but encourages gifts without restrictions.

#### **ENDOWMENT FUND GUIDELINES:**

- The Endowment Funds are not intended for programs or projects that are part of the church's normal operating budget.
- Endowment Fund grants will be made for one year at a time. A new request must be submitted each year.
- Grant requests must be submitted to the church office NO LATER than November 27, 2023.
- Requests will be reviewed at the Endowment Committee meeting in December.
- Persons will be notified of approval or disapproval of request.
- Funds are released at the end of December to the Church Treasurer. The Treasurer will disburse funds to the approved requests in the first Quarter of 2024.

#### **INFORMATION NEEDED FOR REQUEST:**

1. Today's Date: \_\_\_\_\_
2. Name: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_
4. E-mail: \_\_\_\_\_
5. Mission Team/Organization/Entity requesting grant: \_\_\_\_\_
6. Payee: \_\_\_\_\_

7. Payee's Address: \_\_\_\_\_
8. Amount of Request: \_\_\_\_\_
9. Date needed: \_\_\_\_\_
10. Project start/end date, if applicable. (*Projects must be completed within one year unless pre-approved by committee*) \_\_\_\_\_
11. Total amount of funds needed to implement project/mission/event: \_\_\_\_\_
12. Other funding sources for project/mission/event: \_\_\_\_\_
13. Description of the nature of request for grant (40 words or less). Feel free to provide brochures, etc. with submission.

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**PLEASE SUBMIT TO CHURCH OFFICE NO LATER THAN NOVEMBER 27, 2023**

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FOR COMMITTEE USE

Date reviewed: \_\_\_\_\_

Date of notification of approval/disapproval: \_\_\_\_\_

Committee member making notification: \_\_\_\_\_

Date that approved requests are forwarded to treasurer: \_\_\_\_\_