

Linworth United Methodist Church

Instructions for completing the Endowment Grant Application

Eligibility

Each of these committees is eligible to apply for funds from the Endowment Program of the Linworth United Methodist Church:

- Administrative Council
- Staff-Parish Relations Committee
- Finance Committee
- Trustees Committee
- Missions Committee
- Stewardship Committee

Any Linworth UMC pastor may request funds from Endowment Program funds.

If another committee or member of the church has a mission or ministry for which they desire support from the Endowment Program, they **must** submit that request through one of the above committees or a pastor. Any application submitted independently will not be accepted.

Any staff member who desires support from the Endowment Program **must** submit their request through a pastor. Any application submitted independently will not be accepted.

Committees or pastors who submit more than one endowment grant application for the same year **must** prioritize their submissions to the Legacy Committee.

Instructions

- Requests for grants to support the annual operating budget will not be considered and therefore not approved. Church ministries or projects that have separate funding sources **must** look first to that available fund source. Once exhausted, then applying for a grant from an endowment fund is permissible.
- Each grant must be for a single, specific purpose. Committees and pastors can submit multiple grants, but they must be on a separate grant application, each with a differently stated purpose, and must be prioritized.
- The available distribution from the Endowment Program will be separately computed for each of the three endowment funds: Missions, Property, and General. Eligible committees and pastors may submit a grant application exceeding the available amount for a category. For example, if the available amount for the Missions or Property Endowment Funds is \$2,000, but a grant application exceeds this amount, the Legacy Committee will evaluate the merits of the application and look to the General Endowment Fund for any remaining potential funds that could be allocated to support the grant application.

- The grant application is in Microsoft Word format and is available electronically on the church's web site and can be downloaded for your use. It is located under the major heading "Giving", subheading "Endowment Program". It may also be requested by email to endowment@linworthumc.org.
- Committees and pastors must return the completed application to the Legacy Committee Chair by April 30th. Applications will not be accepted after that date. Email the completed application to endowment@linworthumc.org, or place a printed copy in the Legacy Committee mailbox in Room 210 at the church.
- Questions regarding the grant application and its completion should be directed to the Legacy Committee Chair at endowment@linworthumc.org.

Grant Process after Application

- The Legacy Committee will review all grants in May and inform the Administrative Council of all grants submitted along with the Legacy Committee's review decisions later in May. The Legacy Committee Chair will notify committees and pastors of the status of their submission, whether approved, partially funded, or declined, by **May 31**.
- Funds for approved grants will be available starting **July 1**.
- Most approved grant funds should be spent within one fiscal year beginning July 1 and ending June 30. The grantee must provide a justification for expenditures extending beyond this twelve-month fiscal year. Item # 10 on the grant application should be used to explain why a grant will extend beyond the fiscal year.
- It is the responsibility of the committees and pastors to monitor the progress and expenditure of their grants. The LUMC Business Manager will establish an account for each grant. The committees and pastors should coordinate with the LUMC Business Manager on any periodic reporting needed to manage the grant objective and its costs. The Legacy Committee Chair will review expenditures against budget each fiscal quarter and report to the Legacy Committee and the Administrative Council.
- It is expected that committees and pastors will stay within the approved grant budget. If a situation occurs where expenses exceed the grant amount, the committee and pastors will need to seek other sources of funding to cover the additional expenses.
- An expenditure underrun in a completed grant project will revert back to the Legacy Committee for carryover to future distributions.
- At the end of each grant project, grantees must submit a brief report to the Legacy Chair noting the extent to which the purpose of the grant was achieved and the total expenditures incurred. This should be done within two months following the end of the grant and no later than by **August 31**.