



Saint Paul Lutheran Church Ministry Endowment Fund

Mission Purpose

The Saint Paul Lutheran Church Ministry Endowment Fund has been created to provide special funding beyond the church's annual budget for expanding ministries within the church, for making capital expenditures and for humanitarian and charitable needs at a local, national and international level.

Application Process

Organizations or Committees who would like to apply for a St. Paul Ministry Endowment Fund Grant must complete the following Application. All Endowment Fund Grant Applications must be submitted to all appropriate St. Paul Congregational Standing Committees for review and approval before forwarding the Application to the Endowment Board. Once received by the Endowment Board, the Board will manage the Application as follows:

- The Board will review the request, and if necessary obtain additional or clarifying information from the requestor.
- When satisfied that the Board has enough information to make a recommendation, the Board will send the Application, along with its recommendation, to the Council for a final review and approval/disapproval decision.
- Following Council action the Application will be returned to the Endowment Board for further action.
- If approved by Council, the Board will notify the requestor of the availability of funds as defined in the Application.
- If the Application is disapproved by Council, the Board will send written notice to the requestor indicating disapproval of the Application and the reason for such rejection by the Council.

If at any time throughout this review/approval process you would like to obtain a status of the Application, please contact a member of the Endowment Board.

Saint Paul Lutheran Church Ministry Endowment Fund Application

Requestor Information

Name of committee or organization requesting Endowment Funding

Identify individual responsible for submitting grant request. Include contact information (phone, address, e-mail, etc.).

Grant Purpose - Describe the nature of the request for a grant including:

Purpose of the project or request (Project)

How the grant will further the ministry of the committee/organization within St. Paul, our community or beyond.

Are there any other benefits that may be pertinent regarding the Project?

Grant Request Amount

What is the amount of the requested grant? Please provide itemized details.

When is the disbursement of funds needed?

Is the entire amount needed at one time or are several installment distributions required?

Project Duration

Will this fund grant be adequate to complete this Project?

Is this Project of an ongoing nature?

If the fund grant will not complete the Project or if the Project is of an ongoing nature what is the plan, source and amount of future funding for this Project?

Supplemental Supporting Organizations - *Are there other organizations/Committees within St. Paul that would benefit in their ministry from this Project's fund request?..... If so:*

Identify such organizations.

How will other organizations benefit from the Project if funding is approved?

Do such organizations support this fund request and are they actively involved in this Project?

Other Information

Have other attempts been made to raise funds for this Project? If so explain.

Please list any other pertinent information not already included in the responses provided above.

Signature of Requestor

Date

Date Received By Board

Board Recommendation *(Support/do not support request) if request is not supported provide explanation.*

Date Forwarded to Council

Board Chairman Signature

Date

Council Review and Approval/Disapproval – *If disapproved provide explanation*

Date Council Returned to Board for Action

Council Secretary Signature

Date

**Date of Board Notification to Requestor
of Grant Status** *(Approved/Disapproved)*

Board Secretary Signature

Date