

ENDOWMENT FUND OF WITTENBERG LUTHERAN CHURCH

GRANT APPLICATION

Application Deadline: **March 31**

WITTENBERG MISSION:

Wittenberg Lutheran Church is united by Christ in baptism; fed through worship, learning, and fellowship; and sent out to care for the needs of our members, community, and the world.

ENDOWMENT MISSION:

To provide additional resources to support and enhance ministries of Wittenberg Lutheran Church.

Date of Application _____

Name of Organization/Committee/Individual _____

Contact Person _____

Contact Mailing Address _____

Contact Phone _____

Contact Email _____

Project Title _____

Total Project Budget _____

Amount Requested _____

Expected Start Date _____ Project Duration _____

Is this an annual event or expense? _____

If yes, how will this project become self-sustaining? _____

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PROJECT SUMMARY –

(Please answer all of the questions below. A separate sheet of paper may be used if desired)

- a. Outline the purpose or objective _____

- b. Thorough Project Description _____

- c. How will this project help fulfill the mission of Wittenberg Lutheran and the Church at large? _____

- d. Itemize where the funds will be distributed _____

- e. Other Sources of Funding _____

- f. Other comments _____

Disclaimer: Additional information or references may be requested by the Endowment Board. If there is a discrepancy between these documents and the Bylaws of the Fund, the Endowment Fund Bylaws will take precedence.

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Provisions

Please submit your signed, hard-copy application to the Endowment Board by leaving it in the office at Wittenberg Lutheran Church or mailing it to the following address:

Wittenberg Lutheran Church
c/o Endowment Fund Board
PO Box 3447
Leesville, SC 29070

Incomplete applications will not be considered for funding. Results of the grant decision will be published by April 15.

I/We certify that the information provided in this application is true and accurate. I/We agree that if awarded grant money from the Endowment Fund program, these funds will be utilized ONLY for the purpose outlined in the application submitted to the Endowment Board.

I/We give the Board permission to have the information submitted in this application reviewed by members of the Congregation Council, and give permission to the Endowment Board to publicly acknowledge me/our committee as a person/group requesting funds at any congregational meeting discussing fund distribution.

I acknowledge that I have read and agree to abide by the Disbursement Policies of the Endowment Fund of Wittenberg Lutheran Church.

By submitting this application, I/We agree that the decision of the Board and Council is final.

Signature of Applicant(s)

Date

Signature of Wittenberg Member or Representative (required)

Date

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DISBURSEMENT POLICIES

Grant Application Form

- A grant request must be submitted on the approved application form.
- Additional information must be included if relevant to the grant request.

Grant Funds Availability

- An announcement regarding the amount of available funds will be made by January 31 of the current year.

Grant Application Deadline

- A completed and signed hard copy of the application form should be sent to the church office, Attn: Endowment Fund Board, by end of business on February 28 of the current year.
- Applications received after February 28 will not be considered for funding.

Award Notification

- April 15 of the current year

Funds Disbursement

- April 30 of the current year

Eligibility Guidelines

- Any individual or organization which can show that granted funds will be used to further the mission of the Church at large
- Granted funds are not intended to be used to replace normal Wittenberg operating budget allocations.
- Primary consideration will be given to those programs or projects which display the potential to initiate or further the long term outreach of the Church.
- Anticipated start dates should be within 365 days of the “funds disbursement” date.
- Any questions concerning eligibility should be directed to members of the Endowment Board.
- Must be completed by the Group or representative of the Group requesting the funds

Decision to Grant Funding Requests

- All applications will be reviewed by the Endowment Board.
- A recommendation to disburse funds may be made to the Congregation Council in accordance with the bylaws.
- Upon Council approval, funds will be disbursed.

Disbursement Cycle

- Funding distributions may be made once annually, by April 30 unless otherwise recommended and approved by the Endowment Board and Congregation Council.

Amount of Distribution

- In accordance with the bylaws, the total amount distributed annually shall not exceed 4% of the previous year end (December 31) account balance.
- At the discretion of the Committee, this amount may vary depending on the earnings record of the Endowment, current economic conditions, or other external market factors.
- Distribution need not occur annually in the event causes and programs have not been approved or if in the judgment of the Board annual distribution is not recommended.
- The total amount to be distributed may be granted to one individual/organization or may be divided at the discretion of the Board. The Board's recommendation to the Council will be based on the merits of the applications received and the total amount to be disbursed.

Funds Utilization Report

- If your grant application is approved, the Board requires a report on the success of the project within 60 days after its completion. Please include as many specifics as possible or as may be appropriate and discuss how the project has impacted the church and/or community.

Reimbursing the Fund

- If the approved project does not begin within 365 days of the "funds disbursement" date, or if it does not require the entire amount granted, you are expected to reimburse the Endowment Fund all unused funds within 60 days of the determination that there are excess or unused funds.
- The Board will have discretion to extend this deadline.

Any changes to these policies will be reported to the Congregation Council in a timely manner and made known to the Congregation through normal communication channels.