

Endowment Fund Grant Request Form

Allowable Endowment Fund Uses (according to the by-laws)

1. **Religious Activities:** support of religious and spiritual activities such as retreats and worship programs.
2. **Charitable/Outreach Activities:** support of people, organizations and programs beyond the walls of St. Paul's, including activities and organizations initiated by St. Paul's and others.
3. **Educational Activities:** support of educational programs, workshops, speaker expenses, and scholarships to reduce the cost of such activities to those in need of financial assistance.

Endowment Fund Guidelines

- Endowment funds are intended to assist members of St. Paul's in launching new missions, programs or events and ensuring that they are self-sustaining. These funds are not intended to be used for ongoing operating costs.
- Annual grants are limited to 90% of the annual investment return on the Fund.
- Endowment Fund grant decisions will be made one time each year during the month of October. If uncommitted grant monies are available after the start of a year, grants can be given during a year for spending that same year.
- Endowment Fund grants will be made for one year at a time. Follow-on funding for subsequent years must be requested.
- Endowment Fund grant requests may be made at any time during the year. The Endowment Committee will provide feedback on the suitability of the request at the very next quarterly meeting.
- Requests for Endowment Fund grants can come from individuals outside St. Paul's but they must have a St. Paul's member as a sponsor.
- In most instances, the Endowment committee will require a face-to-face meeting with the applicant to confirm need and fit to the Fund's by-laws and guidelines:

Information Request

1. Name of Grant Requestor: _____
2. Name of St. Paul's Sponsor (if different): _____
3. Name of Requestor's Mission/Program/Event: _____
4. Description of Requestor's Mission/Program/Event (<40 words): _____

5. Grant Amount Requested: \$ _____
6. Total Project Budget: \$ _____
7. Date of Request Submission: _____
8. Date Reviewed by endowment Committee: _____
9. Date Funding Approved : _____
10. Other Funding sources: next year _____ future _____