

The Holy Trinity Education Endowment Fund

Application Guidelines

The Holy Trinity Education Endowment Fund (the "Fund") has been established for the purpose of providing financial support to individuals within this congregation who are actively involved in increasing their knowledge of the teachings of the Lutheran church, committed to involvement in the activities of the Lutheran church and/or increasing their ability to serve in leadership capacities of the Lutheran church.

The Fund may assist in making it possible for individuals to undertake a project or educational experience of personal and intellectual growth that will enable them to cultivate a sense of curiosity about the church and its teaching or enhance their ability to serve others in a leadership role in the Lutheran church.

Each approved application will be funded for up to a one-year period. For projects or educational experiences which cover a period of more than one year, the applicant may apply for additional funding each year of the project or educational experience.

Without intending to limit the choice of activities undertaken by applicants, the following are suggested ideas around which an applicant might construct an application:

1. Involvement in a program, which will lead to a rostered position in the church.
2. Attending church conferences, or seminars
3. Attending courses, or workshops in leadership.
4. Lutheran summer camp or similar experiences

Eligibility

Applications are accepted from any member in good standing of Holy Trinity Lutheran Church.

Awards

The Board shall determine the amount of each award as well as which applications are to be presented to Council for approval. The amount of individual grants will be based on the number of approved applications, their relative importance and the amount of funds available.

Deadline for Applications

The Board will announce application deadlines at the Congregational meeting. If funds remain after all applications have been considered, a second deadline may be established.

Review Process

Applications will be reviewed by the Board along with the latest Market Quarterly Report from ELCA to determine if sufficient funds are available to fund any of the current applications. The Board's recommendations of any funding will be forwarded to the Church Council for final approval. The Board will notify each applicant of the status of their application. If the Educational Fund does not have sufficient funds available, this review procedure will be repeated upon the receipt of each sequential quarterly market report.

Review Criteria

The Board will review requests for funds according to the following criteria.

- The potential that the educational experience will lead to a rostered position in the church.
- The potential impact of the educational experience or project on the applicant.
- The potential for the educational experience or project to develop the applicant's intellectual curiosity in the teachings or operation of the church.
- The potential of the educational experience or project to develop the applicant's leadership potential

Reporting Requirements

Recipients of the funds will be required to submit a written report on how their educational experience or project has helped them meet their goals expressed in their application. This report would be due to be submitted to the Board within 60 days of completion of each approved educational experience.

Detailed Budget.

Specify the amount requested and how it will be used. The Fund can only pay for documented costs, such as program fees, transportation, or lodging expenses. General living expenses such as food, entry fees, entertainment, etc. are not eligible (unless included in the program fee) and are the responsibility of the applicant. Appropriate supportive documentation shall be provided.

Expense Item	Estimated Cost	Amount Requested	Source(s) of other funds

The information submitted above is complete to the best of my knowledge. I understand that the Board will treat this information confidentially.

Signature of Applicant

Date

Signature of Parent,
If applicant is a minor

Date

**PLEASE SUBMIT COMPLETED APPLICATION TO CHURCH OFFICE
IN AN ENVELOPE MARKED "ATTENTION: ENDOWMENT FUND
BOARD."**