

The Holy Trinity Endowment Fund Application Guidelines

Holy Trinity Evangelical Lutheran Church Endowment Fund

The purpose of the fund is to enhance the mission outreach of the Church apart from the general operation of the congregation; that no part of the Fund shall be used for the annual operating budget of the congregation.

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.

Review Criteria

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

The potential that the project, extraordinary program, capital improvement or other ministry initiatives within this congregation for which this request is being made, will enhance the mission outreach of the Church apart from the general operation of the congregation.

Reporting Requirements

Recipients of the funds will be required to submit a written report on how their project, extraordinary program, capital improvement or other ministry initiatives within this congregation, has met it's goals and enhance the mission outreach of the Church.

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. 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."**