

APPLICATION FOR FUNDS  
EMANUEL EVANGELICAL LUTHERAN CHURCH ENDOWMENT FUND

PROJECT NAME: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

RESPONSIBLE ORGANIZATION OR INDIVIDUAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSONS (Or references if for individual request. Please list two.)

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

PLEASE GIVE A BRIEF DESCRIPTION OF THE INTENDED USE OF FUNDS

(More extensive description and documentation is encouraged and may be attached).

PLEASE ATTACH BUDGET INFORMATION INDICATING TOTAL FUNDS REQUIRED.

WHAT SOURCES OF INCOME ARE CURRENTLY APPROVED FOR THIS PROJECT?

AMOUNT \$ \_\_\_\_\_

ARE YOU, OR IS THE SPONSORING ORGANIZATION, AFFILIATED WITH EMANUEL LUTHERAN CHURCH?

IF NO, ARE YOU AFFILIATED WITH ANOTHER ORGANIZATION? \_\_\_\_\_

IF YES, IN WHAT WAY? \_\_\_\_\_

WHEN WILL YOU NEED THE FUNDS? \_\_\_\_\_

IS THIS A ONE-TIME NEED OR AN ONGOING PROJECT? \_\_\_\_\_

WHAT OTHER SOURCES OF FUNDS HAVE YOU EXPLORED OR ARE CURRENTLY EXPLORING?

HOW DOES THIS PROJECT MEET THE STATED CRITERIA OF THE EMANUEL LUTHERAN ENDOWMENT FUND IN IT'S OBJECTIVE OF "NEW INITIATIVES IN MINISTRY"?

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE: \_\_\_\_\_

## **EMANUEL EVANGELICAL LUTHERAN CHURCH ENDOWMENT FUND COMMITTEE**

### **APPOINTED BY:**

The Church Council shall appoint the Committee and Chair every funding cycle. Memberships shall consist of eight members plus the Pastor and Council President. The eight members should come from the Committee Chairs of the following committees, Finance, Stewardship, Mutual Ministry, Christian Education, Social Ministry, Evangelism, Worship and Music and Property. Appointments can also come from members of Council as well as past officers of the Church Council.

### **TERM OF OFFICE:**

Appointment shall be for three years. Three members shall rotate off and three new appointees will be named. Terms should be staggered for continuity.

### **COMMITTEE FUNCTION:**

- Promote gifts to the fund.
- Manage and invest the fund.
- Disperse the designated income to fund new initiatives in ministry according to the “Addendum To The Constitution of Emanuel Ev. Lutheran Church for Administering Undesignated Gifts To The Congregation” as adopted at the January, 1999 Annual Meeting of the Church.
- Disperse the designated income of the fund with joint approval of the Emanuel Ev. Lutheran Church Endowment Fund Committee and the Church Council according to the Endowment Procedures.
- Keep the Church Council and Finance Committee advised as to the status of the fund.
- Acknowledge gifts to the fund.
- The Church Treasurer shall maintain an account of all financial transactions to the fund. The Church Treasurer shall deposit funds as directed by the “Addendum To The Church Constitution...” and as directed by the Church Council and Endowment Committee. Disbursement of funds shall be directed jointly by the Church Council and the Endowment Committee and require the approval of the application with signatures of the Endowment Committee Chair and Church Council President. A fidelity bond should cover the Treasurer and Committee Chair.
- Appoint a committee member as Secretary to produce and maintain minutes of committee meetings.
- Hold at least quarterly fund review meetings with the fund manager as well as application review and approval sessions as per the designated process.
- Investment decisions are governed by a majority decision of the committee members.
- A quorum shall consist of six member of the committee.
- Make monthly reports to the Finance Committee and Church Council, an annual report to the Finance Committee and Church Council and to the Congregation at the Church Annual Meeting.

## **ENDOWMENT FUND GRANT PROCESS**

Applications shall be made either by a member of the congregation, a congregant on behalf of an outside-qualified organization, or a qualified organization via the Pastor of the congregation. The term congregation and congregant refer to a member in good standing of Emanuel Ev. Lutheran Church. A qualified organization is a private or non-profit organization tax-exempt under Section 501c (3) of the Internal Revenue Code or a public institution. The organization or program to be funded must be located in the Central New Jersey area with a focus on communities represented by the congregation. Grant decisions are made annually; an organization may submit one application per 12-month period.

### **FUNDING PRIORITIES**

The Emanuel Lutheran Church Endowment Fund seeks to fund new initiatives in ministry in the Central New Jersey community region. These new initiatives should be serving the people of the Central New Jersey area in some of the following ways as by example; youth program for New Brunswick, parish nurse program, Spanish Outreach Program, or supporting a program developed by an area non-profit/public organization.

The Endowment Fund is interested in innovative ideas that can be sustained over time or that can be replicated. Collaborative efforts, which demonstrate broad community support and the ability to improve the quality of life within the community, are encouraged.

### **GRANT REGION**

The Endowment Fund considers applications primarily from the following New Jersey communities: New Brunswick, Franklin, North Brunswick, South Brunswick, East Brunswick, Highland Park, Perth Amboy, South Amboy, Sayerville, Milltown. Emphasis is given to Middlesex and Somerset Counties.