

PURPOSE

This policy and procedure serves as a guideline and procedure for funding requests submitted to the Endowment Committee.

SCOPE

Any and all requests for funds from the Endowment Committee must be submitted to the Committee Chair and reviewed and voted on by a quorum of the Endowment Committee members. No emergency need grants are made by the Committee. Email voting may be used for final votes if quorum is not available at Committee meeting. Distribution decisions will be made and approved by the Congregation at the Annual Meeting.

1. Requests for Endowment Funds received by phone, email, or mail via by Church Secretary or Secretary designee:

- Phone: Call Endowment Chair or designee with message and/or email.
- Email: Forward email to Endowment Chair or designee.
- Mail: Give to Endowment Chair or designee.
- Endowment Chair, after initial screening of request, ensures that Endowment Secretary or Treasurer sends Endowment Funding Request form to individual/agency requester for completion and submission, and maintains records of requests.
- Endowment Chair places funding requests on December or January agenda.
- Funding requests will be voted upon no later than January 15th of following calendar year.
- Requests not being honored will receive written notification of non-funding.
- Requests being funded will receive distribution checks with written notification of funding and any additional instructions.

2. Committee request for Use of Fund Description

- Early November reminder letter regarding how funds were used will be sent to current calendar year's funding recipients.
- Letter to be sent by Committee Secretary.

