### Calvary Lutheran Church Endowment Committee

#### **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 nonfunding.
- 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.

# Calvary Lutheran Church Endowment Committee ENDOWMENT FUND DISTRIBUTION REQUEST

# Email BEFORE December 15th to Calvary\_Lutheran\_Endowment@yahoo.com

Date Report Reminder Ltr Sent	Grant Report Rec'd Y N
Fund Amount Granted \$ Date S	ent Notification Ltr
Date Rec'd Grant History? Y N	Request Granted? Y N
Endowment Committee Use	
Printed Name of Submitting Individual	Email address
Signature of Submitting Individual	Date Signed
or early January and that application does not g  Please check: Acknowledgement that a re submitted to the Endowment Committee by Dec	port describing funds usage must be
Please check: Acknowledgement that funding of	decision is not made until late December
(continue on back of form or attach additional page if	more space needed)
Anticipated use for funds if granted	
Amount of funds requested \$	
EIN # to verify 501.c.3 status	
Address Email	
Contact Name	
Requesting Organization or Program	