

ST. PAUL LUTHERAN
ENDOWMENT FUND GRANT APPLICATION

(Last Updated January 2024)

The goal of the Endowment Committee is to spread God's word by providing opportunities to "teach them to fish" rather than just giving a "fish."

Per the Bylaws of the St. Paul Lutheran Church Endowment Fund, distributions "shall be used only for the mission and ministry of St. Paul Lutheran Church of Grafton, Wisconsin; The Lutheran Church-Missouri Synod; or the synod's districts, seminaries, colleges, institutions, and agencies and shall include tuition aid to college, university, and seminary students who are preparing for full-time church worker careers in the Lutheran Church-Missouri Synod." We encourage the review of the Bylaws for complete details.

In order for the Endowment Committee to make a decision on distribution of funds, applicants must meet the following criteria:

(Samples of approved applications are available for your review.)

- 1.) As a first step in approval, choose one Board at St. Paul to sponsor your application. The Board chairperson should perform a preliminary review to assure that your proposal meets the general guidelines of the Bylaws of the Endowment Fund. Please have a member of the Board sponsoring your application sign the application.
- 2.) The amount requested must be within the amount available to be distributed. This amount is determined at the beginning of each calendar year. Funds may be distributed as long as funds remain available.
- 3.) If the grant amount is less than the full amount needed by you, provide assurance that the gap will be closed and how.
- 4.) The project must have a measurable outcome in the foreseeable future. Date of completion must be indicated on the application. A timeline, if appropriate, is also helpful.
- 5.) Follow-up is the final step. How has this grant facilitated our mission of Extending the Kingdom?

If you have publicized this grant or received any publicity related to it, please provide copies to the Endowment Committee.

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OVERSEEING BOARD (please circle one):

- CHRISTIAN DAY SCHOOL ELDERS EVANGELISM PARISH EDUCATION PARISH PROPERTIES
PERSONNEL STEWARDSHIP YOUTH

The overseeing board (above) is the 'sponsor' of your grant application. If basic criteria are met, your application will be submitted to the Endowment Committee. Grant applications are reviewed at Endowment Committee meetings (specifically in the month of April of each year but can also be reviewed quarterly depending on whether funds remain available to distribute). You are welcome to attend the Endowment Committee meeting to review your grant application with the committee. Please contact a member of the Endowment Committee with any questions. If the basic criteria of the endowment grant application are met, please have a member of the overseeing board sign below before submitting to the Endowment Committee.

DATE: _____ **AMOUNT REQUESTED:** _____ **NEEDED BY (DATE):** _____

OVERSEEING BOARD: _____
APPLICANT NAME: _____
PHONE: _____
EMAIL: _____
ADDRESS: _____

PREFERRED METHOD OF CONTACT (circle one): Email or Phone

On a separate sheet of paper (no more than 4 pages), please address the following five points:

- 1.) Explain the need.
- 2.) Total project cost, along with current fund balance for this project (if any).
- 3.) If the grant is not enough to close the financial gap, explain how the remaining balance will be achieved.
- 4.) Communicate action steps including a timeline for completion, if applicable.
- 5.) Communicate expected outcomes. What does the group hope to achieve and how will this project meet St. Paul's mission goal to "Extend the Kingdom"?

SIGNATURE & DATE FROM MEMBER OF OVERSEEING BOARD: _____

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BELOW TO BE COMPLETED BY THE ENDOWMENT COMMITTEE:

Voter's Assembly Approval of Grant Application
Date: _____
Amount: _____

To Be Filled Out Upon Completion of Grant:
Grant amount actually disbursed:
Were grant objectives met?
What were the outcomes?

Signature & Date from Endowment Committee Chair: _____

Example:

Youth Room Renovation:

1.) Explain the need.

The youth team stressed the need for a safe and healthy environment. Additionally they noted that the room would be used to serve other needs such as the new discipleship confirmation program, after school programs, worship opportunities, or other events that would do well in the venue. The goal of the room is to provide an area that the youth will be proud of and will invite others to come and not only see the room but participate in sharing the saving gospel of Christ.

2.) Total project cost, along with current fund balance for this project.

Total need for the project is \$65,042. The youth team was pleased to share that they had recently received an anonymous donation for \$20,000. This amount along with their exiting funds brought their dedicated account balance to \$37,506. The Endowment grant of \$25,000 would bring the outstanding need balance to \$2,536.

3.) If the grant is not enough to close the financial gap, explain how the balance will be achieved.

The intent is to close the gap via additional building discounts and/or through donations of labor and material. They are confident that they have the resources to achieve the remaining funds.

4.) Communicate action steps including a timeline for completion, if applicable.

The timeline for completion will be approximately 3 months. It was noted that the Chairman of the Board of Parish Properties, Wayne Wiertzema, is ready to begin work as soon as the Youth are confident with their funding. Only possible barrier to attaining this timeline could be timely processing of permits.

5.) Communicate expected outcomes. What does the group hope to achieve and how will this project meet St. Paul's mission goal to "Extend the Kingdom"?

As the presentation ensued, the Youth representative responded to a variety of questions from the Endowment Committee members. Items of note include the assurance of proper adult supervision at all times, networking with the Board of Parish Properties to ensure ongoing maintenance, care, and cleaning, as well as assurances that historical problems such as water ingress, mold, etc. will be fully addressed through this process.

COMMENTS ON APPROVAL: The Committee expressed to the representatives that they had satisfactorily responded to the criteria. The Committee unanimously agreed to move forward at the April Voters meeting to recommend that a grant of \$25,000 be awarded to the Youth Board for completion of the youth room renovation. The committee expressed to the representatives that they will need to be present at the voter's meeting to respond to any specific questions that may arise from the voting assembly.

FOLLOW-UP: Date of completion _____ Goal met? _____

Approved (Endowment Committee Member Signature): _____

Further Comments: