

CHRIST LUTHERAN CHURCH

ENDOWMENT FUND APPLICATION

Endowment Fund Requirements

- Funds support mission work **beyond the operational budget**.
- Eligible areas include ministry projects (local, regional, national, global), leadership development, and non-budgeted property projects (max 25% of annual disbursements).
- Disbursements occur **no more than once per year**.
- All disbursements require:
 - Majority vote of the Endowment Committee
 - Majority vote of the Church Council
 - Congregational input
- Only investment income and capital appreciation may be used from undesignated funds.
- Designated funds must follow donor instructions.
- Funds must be used within one year.
- A conclusion report is required.

How to Apply for Endowment Funding

Christ Lutheran Church invites ministry teams, committees, and members of the congregation to submit proposals for funding through the Endowment Fund. The Fund supports mission-focused projects that extend the ministry of Christ Lutheran Church **beyond the scope of the annual operating budget**.

Projects must align with the purpose of the Endowment Fund as defined in church bylaws, including ministry initiatives at the local, regional, national, or global level; leadership development; and non-budgeted property projects (limited to 25% of annual disbursements).

All applications to be considered must be submitted by:



Annual Deadline: July 1st

Late applications will be considered in the next annual cycle.

Review Process & Congregational Input

- The Endowment Committee reviews all applications after the deadline.
- Proposals are shared with the congregation for input, as required by the bylaws.
- The Committee recommends proposals to the Church Council.
- The Church Council votes on final approval.

Award Timeline

- **Committee Review:** Immediately after the deadline
- **Congregational Input Period:** Scheduled by the Committee
- **Church Council Vote:** Following Committee recommendations
- **Award Announcement:** Typically within **8 weeks** of the CLC Endowment Committee vote

Applicants will be notified by email or phone once decisions are finalized.

Use of Funds

Approved funds must be **used within one year** of the award date unless an extension is granted by the Endowment Committee. Unused funds must be returned to the Endowment Fund.

Conclusion Reporting Requirement

All recipients must submit a **report within 1 year of the receipt of the funds:**

- How funds were used
- Outcomes and impact
- Photos or documentation (if applicable)
- Explanation of any unused funds

This report ensures accountability and helps the congregation celebrate the ministry made possible through the Endowment Fund.

CLC ENDOWMENT FUND APPLICATION FORM

1. Applicant Contact Information

Name of Contact Person (Full Name & Address)

Phone Number:

Email Address:

2. Project or Purpose Description

Project Name or Title: e.g., "Community Food Pantry Expansion"

Brief Summary (2–3 sentences):

Overview of the project and its goals.

Detailed Description (1–2 paragraphs attach to this application):

- Objectives
- Target group(s)
- How it aligns with the church's mission and the Endowment Fund purpose
- Any partnerships involved

3. Amount Requested:

\$ _____

Total Project Budget:

\$ _____

(Attach detailed budget if necessary.)

Have you applied for funding elsewhere for this project?

☐ Yes ☐ No

If yes, list source(s) and amount(s) and status of application:

4. Timeline

Project Start Date:

Expected Completion Date:

(Projects must be completed within one year unless an extension is granted.)

5. Impact and Sustainability

How will this project benefit the church or community long-term?

Include measurable goals or expected outcomes.

How will the project be sustained after the initial funding?

Examples: volunteer support, recurring donations, additional fundraising.

7. Attachments Checklist

- ☐ Detailed Budget
- ☐ Letters of Support (optional)
- ☐ Photos or Plans (optional)

FOR COMMITTEE USE ONLY:

Award Granted Yes or No

Amount Granted _____

Signature of Authorized Chair of Endowment Committee _____

Printed Name of Authorized Chair of Endowment Committee _____

Date: ____ / ____ / ____