



September 29, 2023

Thank you for your interest in applying for funds from our Enduring Gift Fund. Attached is brief explanation sheet about our endowment fund. Also there is an application for you to complete.

The total to be awarded is \$3,200. Early submission for the October 21st deadline would be greatly appreciated. If you have questions regarding the application or process, please leave a message at (585) 335-5260 or e-mail admin@stpaulsdansville.org.

In his service,

Tina Button

On behalf of the Enduring Gift Fund

Saint Paul's Lutheran Church
21 Clara Barton Street + Dansville, New York 14437 + (585) 335-5260
saintpaulsdansville@gmail.com + stpaulsdansville.org



Page 1 of 2: About the Enduring Gift Fund

Purpose: The endowment fund has been established to provide special funding beyond the church's annual budget in the following areas:

1. Outreach Ministries
2. Christian education within the congregation and beyond
3. Long-term improvements or enhancements for congregational facilities

Eligibility: Members of St. Paul's may apply on their own behalf or on behalf of other established organizations/groups within the congregation. Agencies outside the congregation may apply and must be a charitable 501(c)(3) organization. Otherwise, a qualified 501(c)(3) agency must agree to serve as the fiscal agent (written agreement required).

Application Process: Announcement of funds availability will be made at the annual congregational meeting of Saint Paul's Lutheran Church in January, through the Messenger newsletter, and local media outlets. Applications are due by the close of business on October 21st. The fund committee will meet to review and process applications October 21st through November 1st, with the recommendations made to the church Council for final approval at the regular May Council meeting. Funds notification will be made shortly thereafter and funds will be dispersed by November 30th or according to an alternate schedule approved as part of the proposal process. Tracking reports will be due quarterly or semiannually as specified by the fund committee. In most cases interviews will be scheduled to discuss the submission with the applicants.

Evaluation Process: There is no formula for ranking applications. The awards will be recommended by the fund Committee to the church Council as to which best advances the purposes of the Fund. The following provides a sense for the factors that may be considered when considering applications.

- Relevancy to the church's mission statement and identified fund purposes.
- A desired balance between church, local, and wider church projects.
- Outreach and Education applications will be evaluated for uniqueness, innovation, and sustainability without continued support of the Fund.
- Collaborative efforts are encouraged.
- Applicant's track record, if there is one.
- Rationale for the amount being requested.

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Page 2 of 2: St. Paul's Enduring Gift Fund 2021 Application

Project title: _____ Amount requested: _____

Application Date: _____

Applicant name: _____

Address: _____ Phone: _____

Duration of project: _____ From: _____ To: _____

Agency applicants only – Date established _____ Number of Employees _____

Total operation expenses for past year \$ _____

Does the organization have a written policy that it does not discriminate as to age, race, religion, sex or national origin? Yes No

* Attach a page on which you give a brief but thorough project description and the intended use of funds. It should include descriptions of who will be served, how they will be served, what expected outcomes to be realized, links to the church, and/or community and any collaboration with others. Do not exceed one page.

* Attach an additional page with budget information, giving a specific accounting identifying total funds required. Please be sure to include enough information so the committee can see that the funding requested is reasonable and appropriate.

What sources of income, if any, are currently available for this project?

Is this a one-time need or an ongoing project? If ongoing, what other sources of funding will you be exploring for the future?

Who will manage the project? _____

What are their interest and qualifications related to the project?

What else should the committee know about your proposal?

Applicant signature

Date

Agency representative signature

Date