

Management Principles for the Distribution of the Grants

Adopted July 28, 2011

The Endowment Committee for the St Michael's Lutheran Church Endowment Fund is responsible for the administration of the distributions from the Fund which is done in the form of grants. The grants must be in support of the mission and ministry of St Michael's Lutheran Church.

The following are Grant selection guidelines:

- Grant requests should be submitted on the approved Grant Request Form
- Grant requests are normally all inclusive. A grant request may be extended beyond one year of support with the approval of the Endowment Committee.
- Grant projects should seek to establish new ministry programs or projects, enrich current programs or projects, uplift and support the professional staff of the church and school or districts, seminaries, colleges, institutions or agencies of the Lutheran Church-Missouri Synod.
- Granted funds are to be used for the purpose outlined in the grant request. Should circumstances require a change in the requested designation, the change requires the approval of the Endowment Committee.
- Funds not used for the granted purpose within two years (24 months) will be reviewed by the Endowment Committee and will either be redirected or added to the next scheduled distribution.
- Grant request may be presented for consideration by a member of the congregation, a staff member of the church and school, a committee or board of the congregation, an officer of the Church Council, or by motion of the voter's assembly of the congregation.

The Grant Distribution Process

- The Endowment Committee shall determine the amount of funds available for distribution as outlined above.
- There is no minimum amount as a threshold for grant requests at this time.
- Grant requests may be submitted throughout the calendar year via the approved Grant Request Form in writing or through electronic means that are established.
- The Grant Request Forms should be submitted to the Chairman of the Endowment Fund Committee through the church office or through other means detailed on the grant application form. The Chairman will then compile the requests for consideration by the Endowment Committee.
- All applicants will be notified by the Endowment Committee as to the acceptance, rejection, or postponement of their grant request.
- The grant money will be disbursed as directed by the Endowment Committee keeping in mind timelines stated in the Grant Request.
- Should the granted funds not be used or should the actual cost for the project or program be less than the granted amount, the Endowment Committee reserves the right to reassign granted funds at future distribution dates.
- Special emergency requests may be submitted to the Endowment Committee Chairman for consideration at a special or regularly scheduled meeting of the committee.