

## **ENDOWMENT FUND REQUEST AND PROPOSAL**

TO: Congregation Council

FROM:

DATE:

***Requests for money from the Endowment Fund must meet the following stipulations from the Endowment Board: funds may not be used for normal budgeted expenses; funds must provide fulfillment of St. Martin's strategic plan; and funds must be used for purchases of an enduring nature.***

1. Total amount of Endowment Funds requested: \$\_\_\_\_\_
2. Proposed use of Endowment Funds [item(s) to be purchased, or expenditure]:
3. Explain how this proposed use of Endowment Funds is not supported by any line item in your Budget:
4. Describe how this proposal promotes the fulfillment of St. Martin's strategic plan:
5. Describe the "enduring nature" of this proposal to the ministry and mission of St. Martin's:

## ***Proposal Details***

List all information for your proposal, including purchase or expenditure options, beginning and completion dates, staffing (if any) needed, St. Martin's staff involvement required, and any other information you think would be helpful for the Endowment Fund Requests Committee to consider<sup>1</sup> in your proposal:

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<sup>1</sup> One-half of the Endowment Fund proceeds are considered for dispersal in May and the remainder of the funds are considered for dispersal in November. Deadlines for submission of requests and proposals for Endowment Funds are May 1 and November 1 of each year. The Endowment Fund Requests Committee is appointed by the Executive Committee to oversee all requests and proposals, and to recommend action to the Congregation Council. You may be asked to re-write or re-submit your proposal for many reasons, especially if the requests received are numerous, or time sensitive purchases, or relate more directly to the accomplishment of the strategic plan at that time.