

Request for Programming Proposals – 2009

The Endowment committee is charged with requesting and evaluating proposals for programming using the available funds of the endowment. We are now seeking 2009 proposals for the use of allocated Endowment funds. The following provides information about how this process will be conducted and how proposals will be selected for funding. This information comes primarily from the committee's operating guidelines.

What is the objective of this request for proposals? - Endowment funds are to be created and exist solely for charitable purposes, with the principal objectives being the promotion and development of religious, charitable and educational activities, and for non-recurring purposes not regularly budgeted by the Congregation. The available funds will be used to support these purposes.

Who can submit proposals? - Proposals may be received from any individual, group or committee of Peace Lutheran Church, and can be made by those entities on behalf of organizations outside of the Congregation.

What activities can be proposed? - The proposals should address religious education, outreach, enhancement of worship experiences, charitable activities, capital improvements, Synod activities or ELCA activities. The intent of these funds is to stimulate activities beyond the normal programming or budgeted items of the congregation, and cause Peace members to ask, "How can we use these funds to make a difference in our congregation or community?"

How will the selection and funding process work? - The endowment committee will evaluate the proposals and make a recommendation to the Congregational Council for distribution of available funds to the various proposals. The committee is not bound to recommend any of the proposals received. Target date for recommendations to the Council is June 1st. Actual disbursement of available funds requires both the recommendation of the Endowment Committee and approval of the Congregational Council. Funds can be made available following Council approval. The timing of the process is intended to make funds available for programs that might be initiated during the summer or fall.

How will the committee evaluate the proposals? - The committee will prioritize proposals based on need and anticipated impact, both within and beyond Peace Lutheran Church. The committee is expected to recommend proposals that include an appropriate balance between education, mission and infrastructure, as well as impact within and beyond Peace Lutheran Church. The attached proposal evaluation form will be used by the committee, and provides further insight into the prioritization and recommendation process.

The Endowment Committee will consider both matching and unmatched grant requests. However, no more than 25% of the available endowment funds can be awarded for a grant proposal that doesn't include a matching dollar feature.

What are the guidelines for submitting a proposal? – Proposals must be received in the church office by May 1st. The attached proposal form should be completed by the individual or group making the request. The one page project description should be used to communicate the value and importance of the project.

How much money is available? – The funds available for distribution are between \$5000.00 and \$7400.00

Endowment Available Fund Program Request

Requests should be submitted by May 1st.

From:

Name of Individual/Committee

Signature

Contact Person

Telephone Number

E-Mail Address _____

Desired Amount of Funding \$ _____ Minimum to be effective \$ _____

Anticipated Matching Amount \$ _____

Method of Raising Matching Funds _____

Project Title _____

Fund Objective (check primary objective)

- Spiritual Growth
- Benevolence
- Educational
- Non-recurring congregational need

For all requests, attach a one page document including the following:

- ❖ Description of the project
- ❖ Who and how many individuals the activity or project will serve
- ❖ Who will administer or monitor the program or project
- ❖ The anticipated impact on the congregation or community
- ❖ The time line and duration of the project
- ❖ Relationship to congregationally established programming objectives
- ❖ Availability of additional funds that will be used to address the program need

Note: Recipients will provide the Endowment Committee brief reports within on how the program was implemented, the use of the funds and the results of the program. These reports are required on October 1 of each year during the life of the project, plus a completion report. These reports will be incorporated into the annual report of the Endowment Committee to the congregation.

Completed proposals should be submitted to the Peace Lutheran Church office by the May 1st deadline.

Disposition of Request:

Recommended in the amount of \$ _____

Other _____

Endowment Committee
Proposal Evaluation Form

Name of the Proposal/Sponsor: _____

Amount of Funds Requested _____ **Matching\$** _____

Reviewed By: _____ **Date:** _____

After reviewing each proposal, use your judgment to score the proposal on the following criteria.

1. The proposal originates from a member, group or committee of Peace: Yes No
2. Proposed activities is for non-recurring purposes not regularly budgeted by the Congregation:
Yes No

3. Proposal addresses religious education, outreach, worship enhancement, charitable activities, capital improvements, Synod activities or ELCA activities: Yes No

Primary area of impact: _____

4. Proposal is viable if funded at less than requested level: Yes No

5. Impact on ministry within Peace: 1 2 3 4 5 6 7 8 9 10 NA
Minimal Great

6. Impact on ministry beyond Peace: 1 2 3 4 5 6 7 8 9 10 NA
Minimal Great

7. Proposed matching of requested funds: 1 2 3 4 5 6 7 8 9 10
None Significant

Overall evaluation: 1 2 3 4 5 6 7 8 9 10

Comments: