

Management Principles for the Distribution of the Grants

The Endowment Committee for the Immanuel 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 purposes stated in the Immanuel Lutheran Church Endowment Fund for scholarships, improvements and missions.

The following are grant selection guidelines:

- Grant requests should be submitted on the approved Grant Application Form.
- Grant requests are normally all inclusive. A grant request may extend beyond one year of support with the approval of the Endowment Committee.
- Grant projects should seek to provide support in these areas:
 - The scholarship dimension shall focus on:
 - Congregation's youth attending Valley Lutheran High School.
 - Congregation's members attending Synodical Colleges, Seminaries and Universities.
 - Congregation's staff, called or contracted or hired, for enhancement, improvement and enrichment of skills above and beyond those considered basic.
 - Tuition assistance for elementary students.
 - The improvement dimension shall focus on:
 - Building of new property
 - Remodeling and renovating existing property
 - Obtaining new equipment
 - Purchasing such items necessary for enabling or improving a unique ministry of the church.
 - The Mission dimension shall focus on:
 - Service outreach opportunities in our community
 - Mission outreach in ethnic opportunities
 - Mission trips, servant events, etc in other geographic areas.
- 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 one year (12 months) will be reviewed by the Endowment Committee and will either be redirected or added to the next scheduled distribution.
- Grant requests may be presented for consideration by a pastor or principal of the congregation or the chairman of a board of the congregation. The same grant requests will be limited to a maximum of four (4) consecutive years.

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 should be submitted in the first and third quarters of each 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.
- The Endowment Committee shall review the grant requests twice a year at a regularly scheduled meeting of the Committee that will now be the April and October meetings each year so that the grant amounts may be disbursed to support the grant requests within the second or fourth quarters of the year.
- The grant distributions determined by the Endowment Committee will be recommended to the Church Council for approval by a simple majority of those present at a Voter's Assembly.
- All applicants will be notified by the Endowment Committee as to the acceptance, rejection, or postponement of their grant request after the decision of the Voter's Assembly.
- 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 of 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.

Grant Reporting

The Endowment Committee expects that for each grant provided from the Endowment Fund a report will be provided at the completion of the grant that explains what you did, the amounts spent and the results that benefit the congregation or school.