

St. John's Lutheran Church Endowment Fund Grant Guidelines

The below St. John's Lutheran Church Endowment Grant Guidelines (the "Guidelines") ensure that all endowment related donations and in-kind support are aligned with St. John's mission and vision. This support is intended to further the pillars of St. John's vision statement: Gather, Disciple, Manage, and Invite. As much as possible, financial support from the Endowment Fund should seek to strengthen St. John's bond with the local community. Furthermore, these guidelines outline the eligibility criteria, process for applying for support, the standard of review of applications, and the disposition of funds.

ELIGIBILITY CRITERIA:

In determining eligibility for a grant from the endowment fund, the Endowment Committee will consider an organization, individual, program, or activity that meets the following criteria:

- Have as its primary mission to promote one of the four pillars of St. John's vision statement.
- Directly impacts or benefits the local community in Washington, D.C.; Maryland; and Virginia.
- If the recipient is an organization, it must be considered tax exempt under section 501(c)(3) of the Internal Revenue Service Tax code, a school or educational institution.
- The recipient may be an individual, permitted the individual demonstrates how the funding will contribute to others finding their own mission to join Jesus consistent with the St. John's vision.

St. John's Lutheran Church Endowment Fund will not support:

- Items that are typically funded out of the Church's operating budget
- Organizations that discriminate on the basis of age, sex, race, national origin, or disability.
- Political, labor, fraternal organizations or civic clubs or any organizations whose primary purpose is to influence public policy or legislation.

APPLICATION REQUIREMENTS:

All proposals for financial contributions or in-kind support must be submitted using the online grant application and include:

- The name of the ministry, organization or individual being recommended for the grant.
- A brief description of why you feel this ministry, organization or individual should receive a grant. If the proposed grant is for an individual, specifically identify how the proposed grant would be spent.

- A recommended amount for the proposed grant. The Endowment Committee may increase or decrease the grant amount as appropriate during the review process.
- Description of the nexus to one of St. John's vision pillars
- Name and contact information for the individual recommending the grant.

APPROVAL PROCESS AND STANDARD OF REVIEW:

Any requester who wants to apply for a grant must complete a Grant Application. Applications will be reviewed by the St. John's Endowment Committee. The Endowment Committee is a standing committee made up of Members of St. John's which will assess the request according to the eligibility criteria. The Committee will assess requests to determine validity and completeness of the application. The Committee will meet regularly to review and approve requests for support.

Funding decisions are based on available resources, the specific request and the requester's eligibility. The Endowment Committee may consider whether the grant recipient has been the recipient of previous grants. All grants will be made at the sole discretion of the Endowment Committee and may also be subject to approval by the Church Council. If approved for funding, St. John's will provide the funds for the grant in accordance with the Church's finance policies. Subsequent to receipt of funds, individuals must respond with acknowledgement of receipt and demonstrate the use of funds in accordance with the requester's application.

The Endowment Committee shall keep a record of all applications for support, minutes of committee meetings and funding decisions.

Revision approved by Endowment Committee on May 19, 2026