

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 some or all of 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 the funding will have a nexus with one of St. John's vision pillars
- Following receipt of funds, all recipients must acknowledge use of funds in accordance with the recipient's application

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 via the Endowment and Memorial Grant Recommendation form available on CCB. The Endowment Committee reserves the right to ask the grant requester for additional information, including, but not limited to:

- A letter of request that includes a contact name and information including website address where appropriate.
- A description of the organization's mission and/or vision statement (if applicable)
- Specific contribution amount or in-kind support requested and statement of how the requested funds will be used
- A record of any previous support from the Endowment Fund (if applicable)
- Confirmation of U.S. tax exempt status (if applicable)
- A list (or electronic link) of organization's board of directors and executive officers and any relevant affiliations (if applicable)
- Description of the nexus to one of St. John's vision pillars

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. All funding decisions require the unanimous support of the Endowment Committee members present at a meeting with a quorum. 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. All donations will be made at the sole discretion of the Endowment Committee, subject to approval by the Church Council. If approved for funding, St. John's will send a check to the requester in accordance with the Church's finance policies. If the requester is an individual, St. John's reserves the right to distribute the funds in the way that will best satisfy the grant request, including sending funds directly to an entity on behalf of the individual requester. Subsequent to receipt of funds, recipients 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.

The above guidelines were discussed and agreed to at an Endowment Committee meeting held November 16, 2021.