



### Endowment Fund Application

Proposal title: \_\_\_\_\_

Individual(s) submitting proposal: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Group sponsoring proposal: \_\_\_\_\_

Total amount requested: \_\_\_\_\_ Date of application: \_\_\_\_\_

Timeframe when funds are needed: \_\_\_\_\_

Please attach to this cover sheet a detailed description of the proposal (two pages maximum), including the following:

1. Purpose of the project.
2. What the project will accomplish, how, and when, including approximate beginning and ending dates.
3. Who will carry out the project and what commission or other church body will oversee it.
4. Benefits to be gained from the project, and how it will support or enhance the church's ministry or mission.
5. How results will be measured and evaluated. (A report to Session will be required at the conclusion of the project or funding period.)
6. A detailed budget, including principal line items for income and expenditures, and a timeframe for when funds will be received and spent. (Note that projects will be approved for just one year at a time, and may be renewed for a second year at the Session's discretion, but will not be funded for more than two years.)
7. Plans for sustaining the project beyond the period of support from the Endowment & Special Gifts fund, if the project is to continue.