**2017 Request for Funding Instructions**

**Our Mission as Church Together**

St. Mark’s Evangelical Lutheran Church is a growing Christian community rooted in tradition and open to new expressions. Responding to God’s compassionate love, we reach out in service to the community and the world. With openness of heart and spirit, we welcome all.

**The Ministry of the Endowment**

St. Mark’s established an endowment fund that distributes grants to further our ability to do God’s work with our hands locally and around the world. Because it funds projects specifically outside of the congregation’s annual budget, these grants help to innovate and bring new ideas to how we serve our community.

**Dream it! Make it happen!**

Dream it! Do you have an idea for a ministry project that is not currently covered in our church budget? Are you involved in a community organization with a similar vision for service as St. Mark’s? Would a small amount of money make a big difference? If you have a dream for a special way to serve others, but you need some financial support to get your project off the ground, this grant could make it happen!

**Grants Available**

Praise God! $6,000 will be given in grants this year. As our endowment fund grows, we hope the dollars we can distribute will also increase.

**Application Process and Timing**

Application Period: Sunday, June 4 – Sunday, August 20, 2017

Deadline: Sunday, August 20, 2017

Grant Notifications: October 2017

Please complete the attached application and mail it to the Endowment Committee at the following address:

St. Mark’s Lutheran Church

Attn. Endowment Committee

1111 O’Farrell St

San Francisco, CA 94109

Alternatively, you may fill out an online form that can be accessed through the St. Mark’s website at http://www.stmarks-sf.org/endowment

If you have questions, contact us at endowment@stmarks-sf.org**.**

**2017 Request for Funding**

**First, tell us some basic information about your proposal.**

Total Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ministry or Organization, if not a ministry of St. Mark’s:

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Is this a one-time or a recurring activity?

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When will the project take place? Start Date: \_\_\_\_\_\_\_\_ Duration: \_\_\_\_\_\_\_\_\_

*Note: In some situations, the Endowment Committee may request a final budget from grant recipients.*

Do you have any other sources of funding? If yes, please explain.

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**Next, tell us about your ‘big idea’ and how it can bring about change. Please answer the following questions on a separate sheet.**

1. What is the purpose of your request? Who will you serve, and what impact will you have on the community? (1-2 paragraphs)

2. How will your proposal further the mission or ministry of St. Mark’s Lutheran Church? (1-2 paragraphs)

3. How do you plan to spend the money? Please include a projected budget if one is available, or tell us as much as you can about your current plans.

4. Who will be involved? Identify and explain if other organizations are collaborating with you.

**Tell us who to contact to let you know your Request has been received and if we have questions.**

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

We want to make sure grant recipients are accountable for funds received. Please tell us who will write a brief summary after your project is complete, should your proposal be selected for funding.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**And finally, some legal stuff. Please read this carefully.**

I/We agree that if awarded grant money from the Endowment Fund these funds will be utilized only for the purpose outlined in the application submitted. If the approved project does not begin within 365 days of the funding date, or if it does not require the entire amount granted, I/We agree to reimburse the Endowment Fund all unused funds within 60 days of the determination that there are excess or unused funds.

I/We give the Endowment Committee permission to have the information submitted in this application reviewed by members of the Congregation Council and give permission to the Endowment Committee to publicly acknowledge me/our committee as a person/group requesting funds at any congregational meeting discussing fund distribution.

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Signature of Applicant Date

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Relationship to Ministry or Organization Requesting Funds (e.g., Chair, Property Committee)

**Thank you for completing an application. Whether your proposal is chosen or not, we appreciate your ideas and efforts within the community. Let’s continue to do God’s work with our hands! Dream it; make it happen!**