

# Peace Lutheran Church

## Request for Programming Proposals –

The Endowment Committee is charged with requesting and evaluating proposals for programming using the available funds of the endowment. We are now seeking proposals for the use of allocated Endowment funds. The following provides information about how this process is conducted and how proposals will be selected for funding.

**What is the objective of this request for proposals?** - Endowment funds are to be created and exist solely for charitable purposes, with the principal objectives being the promotion and development of religious, charitable and religious education activities, and for non-recurring purposes not regularly budgeted by the Congregation. The available funds will be used to support these purposes.

**Who can submit proposals?** - Proposals may be submitted by an individual, group or committee of Peace Lutheran Church, and can be made by those entities on behalf of organizations outside of the Congregation.

**What activities can be proposed?** - The proposals should address religious education, outreach, worship experience enhancement, charitable activities, capital improvements, Synod activities or ELCA activities. The intent of these funds is to stimulate activities beyond the normal programming or budgeted items of the congregation, and cause Peace members to ask, “How can we use these funds to make a difference in our congregation or community?”

**How will the selection and funding process work?** - The Endowment Committee will evaluate the proposals and make a recommendation to the Congregational Council for distribution of available funds to the various proposals. The committee is not bound to recommend any of the proposals received. Target date for recommendations to the Council is in mid-June. Actual disbursement of available funds requires both the recommendation of the Endowment Committee and approval of the Congregational Council. Funds can be made available following Council approval. The timing of the process is intended to make funds available for programs that might be initiated during the summer or fall.

**How will the committee evaluate the proposals?** - The committee will prioritize proposals based on need and anticipated impact, both within and beyond Peace Lutheran Church. The committee is expected to recommend proposals that include an appropriate balance between education, mission and infrastructure, as well as impact within and beyond Peace Lutheran Church. The attached proposal evaluation form will be used by the committee, and provides further insight into the prioritization and recommendation process.

The Endowment Committee will consider both matching and unmatched grant requests. However, no more than 25% of the available endowment funds can be awarded for a grant proposal that doesn't include a matching dollar feature.

**What are the guidelines for submitting a proposal?** – Proposals must be received in the church office or emailed as an attachment to [bardenhagens@yahoo.com](mailto:bardenhagens@yahoo.com) by **April 30, 2020**. The attached proposal form should be completed by the individual or group making the request. The one page project description should be used to communicate the value and importance of the project.

**How much money is available?** – The Endowment Committee estimates that \$6,800 will be available for distribution for 2020 proposals.

# Peace Lutheran Church

## Endowment Available Fund Program Request - 2020

Requests must be submitted by April 30, 2020

From:

\_\_\_\_\_  
*Name of Individual/Committee*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Contact Person*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*E-Mail Address*

Desired Amount of Funding \$ \_\_\_\_\_ Minimum to be effective \$ \_\_\_\_\_

Anticipated Matching Amount \$ \_\_\_\_\_

Method of Raising Matching Funds \_\_\_\_\_

**Project Title** \_\_\_\_\_

Fund Objective (check primary objective)  Spiritual Growth  
 Benevolence  
 Educational  
 Non-recurring congregational need

For all requests, attach a one page document including the following:

- Description of the project
- Who and how many individuals the activity or project will serve
- Who will administer or monitor the program or project
- The anticipated impact on the congregation or community
- The time line and duration of the project
- Relationship to congregationally established programming objectives
- Availability of matching funds that will be also be used to address the program need

**Note:** Recipients will provide the Endowment Committee a brief status report including progress, use of funds and the results of the program. These reports are required on **October 1** of each year during the life of the project, plus a completion report. These reports will be incorporated into the Endowment Committee's Annual Report to the congregation.

Completed requests must be submitted **by the April 30, 2020**. They can be:

- Delivered to the Peace Lutheran Church office, or
- Included as an attachment in an email to bardenhagens@yahoo.com

**Disposition of Request:**

Recommended in the amount of \$ \_\_\_\_\_

Other \_\_\_\_\_

# Peace Lutheran Church Endowment Committee Proposal Evaluation Form - 2020

**Name of the Proposal/Sponsor:** \_\_\_\_\_

**Desired Amount of Funding: \$** \_\_\_\_\_ **Minimum to be Effective \$** \_\_\_\_\_

**Anticipated Matching Funds: \$** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

After reviewing each proposal, use your judgment to score the proposal on the following criteria.

1. The proposal originates from a member, group or committee of Peace:       Yes    No
2. Proposed activities is for non-recurring purposes not regularly budgeted by the  
  Congregation:    Yes    No
3. Proposal addresses religious education, outreach, worship enhancement, charitable  
  activities, capital improvements, Synod activities or ELCA activities:                 Yes    No

Primary area of impact: \_\_\_\_\_

4. Proposal is viable if funded at less than requested level:   Yes    No

5. Impact on ministry within Peace:         1   2   3   4   5   6   7   8   9   10         NA  
  Minimal   Great

6. Impact on ministry beyond Peace:         1   2   3   4   5   6   7   8   9   10         NA  
  Minimal   Great

7. Proposed matching of requested funds: 1   2   3   4   5   6   7   8   9   10  
  None   Significant

**Overall evaluation:**   1   2   3   4   5   6   7   8   9   10  
  Minimal   Great

**Comments:**