

Lutheran Church of the Resurrection

Endowment Funding Request Guidelines

(rev. 3/2011)

I. HISTORY OF THE LUTHERAN CHURCH OF THE RESURRECTION (“LCR”) ENDOWMENT FUND

In February 2008, the LCR Church Council created an Endowment Committee to oversee the creation and management of a permanent fund to be used to support the overall mission of LCR as stated in its Constitution and By-laws. That mission includes, but is not necessarily limited to:

- Providing support for mission work at home and around the world, above and beyond the programs supported through regular offerings. Examples include: student scholarships, establishment and maintenance of local community outreach programs, grants to (synod) schools or agencies, and gifts for mission development.
- Strengthening and extending God’s mission through LCR by reaching out in response to human need, by making grants to promote Christian religion, Christian charity, and supporting education for Christian life and service.
- Providing a structured method by which members who have the desire to benefit LCR may do so through charitable giving that is consistent with the Church’s mission of witnessing to the message of salvation through Jesus Christ on both a local and global level. The LCR Endowment Fund shall provide a perpetual source of income to benefit five current categories:
 1. **Missions:** local, regional and world projects
 2. **Education:** college and seminary scholarships
 3. **Youth:** support for youth of all ages
 4. **Worship & Music:** support for the worship of LCR
 5. **Capital projects:** major renovations and building of new facilities

II. DUTIES OF THE ENDOWMENT COMMITTEE

Among the many duties of the Endowment Committee is the responsibility for:

Determin[ing] and implement[ing] procedures and policies for soliciting, processing, and disbursing grant requests in accordance with the requirements and guidelines of the Endowment Fund.

In accordance with the above-described duties, the Endowment Committee has adopted the following procedures and policies to guide applicants wishing to apply for a LCR Endowment Fund grant:

1. How to Apply for a LCR Endowment Fund Grant

Persons interested in applying for a LCR Endowment Fund grant should fill out and sign a written Endowment Fund Grant Application, which can be obtained at the LCR Church Office, or downloaded from the LCR Website [http://mylcr.org/LCR_RsrcLCR.shtml] OR [http://mylcr.org/LCR_CommunityLocal.shtml]. There is no application fee at this time.

2. Who May Apply for an LCR Endowment Fund Grant

Persons eligible to apply for a LCR Endowment Fund grant include the following (in order of preference/priority):

- Members of the LCR congregation, and LCR church groups and organizations, such as Youth Groups, Sunday School, Choir & Music Department, and other LCR church Committees and Departments.

- Other persons, groups, or entities that have a historical connection to LCR.
- Other persons, groups, or entities that are indirectly connected to LCR.
- Persons, groups, or entities not directly or indirectly connected to LCR.

Please Note that the Endowment Committee reserves the absolute, exclusive and final discretion to determine whether an applicant is eligible for an Endowment Fund grant. Eligibility alone, does not guaranty that a grant will be awarded, or if awarded, in what amount. Eligibility guidelines are subject to change at any time, for any reason, without notice.

3. Application Deadline

Grant applications may be made twice each year. The **FIRST** annual grant application period shall begin January 1 and end May 1. **Applications must be received by LCR before 5:00 p.m. May 1, in order to be eligible for consideration.** The Endowment Committee shall make its written* determination no later than July 1 on all applications which are timely received during the first grant application period. Applications which are not received on time will not be considered, but may be re-submitted by the applicant during any subsequent grant application period if the applicant chooses to do so.

The **SECOND** grant application period shall begin May 2 and end September 1. **Applications must be received by LCR before 5:00 p.m. September 1, in order to be eligible for consideration.** The Endowment Committee shall make its written* determination no later than December 1 on all applications which are timely received during the second grant application period. Applications which are not received on time will not be considered, but may be re-submitted by the applicant during any subsequent grant application period if the applicant chooses to do so.

** Only written approvals by the Committee shall be valid. Verbal approvals are not valid.*

Please Note that the Endowment Committee will consider all grant applications on a first-come-first-served basis. It is possible that grant applications, even if filed in a timely manner, may be denied because all grant monies for that respective grant application period have been already disbursed and are no longer available. Therefore, applicants are strongly encouraged to file their grant applications as early in the grant application period as possible.

4. Grant Amount

Each year the Endowment Committee is required to make its recommendation to the LCR Church Council specifying the total amount of funds which the Committee believes should be allocated for withdrawal from the Endowment Fund for distribution to grant applicants during that respective year. The Church Council has the ultimate authority to accept, reject, or modify any amount recommended by the Endowment Committee. Once an amount is approved by the Church Council for that year's Endowment Fund distributions, the Endowment Committee then determines which eligible applicant or applicants are most deserving of receiving all or a portion of those funds.

The Committee is not required to approve any or all grant applications which have been submitted, nor is the Committee required to distribute any or all of the funds which have been authorized to be distributed for any particular year. Undistributed funds shall be retained in the Endowment Fund for possible distribution in future years.

The Committee is not required to approve any grant application in its entirety and may make a partial grant distribution to any applicant, in the Committee's sole and absolute discretion.

The Committee may impose conditions or restrictions on grant money recipients, such as requiring a minimum GPA for scholarship recipients or similar requirements.

The Committee may request additional information from an applicant or it may request that an applicant appear before the Committee to answer questions or to clarify information.

The Committee's review of and deliberations concerning any application shall be private and confidential and shall not be open to any person or persons other than Committee members. However, the Committee, in its absolute discretion, may permit persons other than Committee members themselves to attend its deliberations and discussions if the Committee feels that same is warranted.

Committee decisions shall be by majority vote of a quorum of Committee members present. Meetings may be held via electronic means such as via web-meetings or conference-calls, and voting may be accomplished electronically.

Committee's decisions are absolute and final and may not be appealed or challenged, legally or otherwise. However, applications which are rejected for any reason may be re-submitted during any subsequent application period.

The Committee reserves the right to make disbursements of Endowment Funds for or on behalf of an applicant to a third party or entity, instead of directly to the applicant. For example, if an applicant's scholarship application is approved, the Committee may choose to make payment of those scholarship monies directly to the school or learning institution on behalf of the applicant rather than making payment to the applicant.

Tax Liability Disclaimer: Recipients of Endowment Fund grants may be liable for payment of taxes under current or future IRS rules and regulations. All tax consequences of Endowment Fund distributions shall be the sole responsibility of the applicant.

5. Maximum Number of Grant Awards

No grant recipient may receive more than two Endowment Fund Grants during any three year period.

6. Subject to Change

The grant procedures and policies contained in this guide are intended as a general description of the grant application process, not as a strict contractual or legally binding obligation on the part of the Endowment Committee or LCR. Any or all provisions in this guide may be modified, revised, or revoked in whole or in part, at any time, in the sole and absolute discretion of the LCR Endowment Fund Committee.