



Application for Special Gifts and Endowment Fund Grant

Background: Any established Board, Committee or Ministry Team of the Church may complete an application for a grant from the Special Gifts and Endowment Fund, funded by a portion of the interest income earned on the endowment accounts. **Grants are awarded for one-time projects not included in the Church’s operating budget.** Subsidizing expenses normally included in the Church’s operating budget are not eligible for this purpose.

Purpose: Grants are awarded to projects which best accomplish one or more of the following items:

- Enable the Church’s focus on other priority program
- Demonstrate an innovative ministry for a trial period
- Extend our outreach activities
- Improve our facilities or grounds

Timeline: Grant applications may be submitted to the Treasurer at any time but grant applications are only reviewed and awarded once a quarter.

Amount: Grants are normally awarded for amounts up to \$2000. Grant applications should be fully justified and include appropriate documentation of estimated costs. Grants can be for larger amounts or an annual amount for multiple years but may require additional justification.

Evaluation: Proposals will be evaluated by the Special Gifts Ministry Team, with final approval by Church Council.

Approved Grant moneys must be spent within 12 months of approval and all reimbursement requests must be submitted using the Special Gifts and Endowment Expense Form (not the standard church Expense Report).

Date:		Amount:	\$
Title of Proposal:			
Contact Person:			
Phone:		Email:	
Board / Committee / Ministry Team:			

Objective/Purpose/Goal:

Describe what is particularly special about this project and the value to the Church if it is funded and implemented.

Describe any impact of not receiving the grant.

If there are recurring expenses after this project is implemented, how will this be funded?

Estimated implementation time frame: Start Date: _____ End Date: _____

Name(s) of person(s) responsible for implementation: _____

Please attach any detailed estimates or quotes for costs of resources, speakers, materials, installation, etc. Use additional pages, if necessary, to fully describe or justify this proposal.

Email the completed form and any attachments to treasurer@firstccsj.org or drop off the application package at the church office.

For Treasurer/Special Gifts Ministry Team Use Only

Date Received:		Date Reviewed:	
Comments:			
Approved by SGMT:	Yes	No	Date:
Amount Approved:	\$	Fund:	
Special Conditions:			
Approved by Council:	Yes	No	Date:

Once approved by Church Council, send completed form and copy of SG&E Expense Form to submitter. Treasurer will maintain copy of form and administer the approved grants.

Updated: 08Mar2021