

## APPLYING TO YOUR CHURCH FOUNDATION? IT'S EASIER THAN YOU THINK!

- ✚ Check that what you are seeking a grant for fits with your foundation's bylaws. As a general rule of thumb that includes projects and needs *not* supported in the operating budget of the church. Keep in mind that many funds in the foundation are use-restricted. One of them may fit your request! Note: The Foundation shall not provide on-going funding of any kind from named unrestricted funds nor shall the Foundation commit to any form of multiple year commitment. (This provision is not intended to prevent requests for facility-oriented projects of a nature beyond the scope of normal operating costs such as capital improvements and major physical plant needs that might be made several years in a row.) Copies of the bylaws are available to everyone, and any committee member will gladly help you decide.
- ✚ Call or email the chairperson that you will be bringing a request.
- ✚ Please complete an application form and include any support material. They are usually available in the lobby foundation mailbox, in the church office, or on the church website. The application is an important part of our paperwork! You can also call any committee member for one.
- ✚ On the application, be sure to include the amount requested and to whom it is payable, as well as your information! Describe your need/project and its purpose, and include as complete a budget (itemized expenses) as you can, including any other sources of funding you have (if any) or intend to pursue. This might include fundraising, Trustees, individuals, Memorial Fund, etc. And don't forget to sign and date it!
- ✚ Finally, put your completed application in the lobby foundation mailbox (preferred) or give it to a committee member at least a week before we meet, so that we have time to see if we understand everything or need more information. In that case, we may ask if you can come to our meeting or just zoom in to clear up any confusion.
- ✚ Meetings are the third Thursday evening of the month at 7 p.m. in the Wesley room or on Zoom, September through May. Urgent needs June through August are often handled through committee emails.

Ask any committee member if you have questions:

2022

Brenda Tiefenthal (Chairperson)	Debra Lindstrom
Art Klute (Vice Chairperson)	Clint Whitcomb
Donna Blair	Jeff Skinner (Asst. Treasurer)
Karen Bowman (Treas.)	Rachael Deneau
Joyce Babbitt (Secretary)	

