

## **2021 Presbyterian Church of Okemos**

### **Endowment Fund Info. / Grant Application Instructions**

The Endowment Fund (EF) was created as a mechanism to generate income from investments to fund special grant requests for uses **not funded within the church's normal operating budget**. The Endowment Fund Committee (EFC) is appointed on an annual basis to oversee fund investments and to manage request and disbursement policies. Six EFC members serve staggered three-year terms.

The EFC's policy is to split fund profits between growing the principal and funding grants. EFC's 2021 starting available grant balance was \$20,583.00 based on a principal fund balance of \$400,200.00.

Grants are reviewed and voted upon on a timely basis and must be submitted **at least two weeks prior to the date funds are needed**. Except in special circumstances, grants must be used within one year of fund disbursement. Unused funds will revert to the EF at the end of the grant period.

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### **Grant Application Instructions**

The EFC requests **a one-page, typed, concise narrative** to be shared with its members prior to their voting on your request. **Grant narratives must be dated and sent to the current EFC Chair.**

**This narrative must include the following information:**

1. A summary explaining what the requested grant will fund and the needs it will meet.
2. An estimate of how many individuals will benefit from it.
3. The requested amount and estimated **total** budget breakdown.
4. If your grant request partially funds your project, please note other sources of revenue.
5. Start and completion dates for fund usage.
6. Name of Church Committee/individual making the request (email address and phone #).
7. Named of individual responsible for overseeing use of grant funds (email address and phone #).
8. Name of PCO Committee Chair endorsing your request (email address and phone #).

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### **Required Completion Report**

Upon completion of your funded grant project, the current EFC Chair must receive a report highlighting total expenditures (including receipts) and general information regarding the success of your project.

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#### **2021 PCO EFC Chair**

Ed Gillespie - [gillespieedward@comcast.net](mailto:gillespieedward@comcast.net)  
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*Approved 9/16/2021*