

2018 Mission Endowment Grants

Practices and Guidelines

The Mission Endowment Fund (MEF) Committee will recommend to Congregation Council a distribution of earnings from the MEF of up to **thirty-eight thousand dollars** (\$38,000) in 2018. When this recommendation is approved, these funds will be dispersed based on proposals received from Trinity's membership. The MEF Committee will receive proposals, review, select, and make recommendations for the specific grants to Congregation Council.

Grant requests must be initiated by members of Trinity Lutheran Church. These funds cannot be used for the general operating budget.

Grants requested from this fund should be targeted for the following **areas of ministry**:

- 1. Outreach into local community.**
- 2. ELCA Church wide ministries.**
- 3. Extraordinary programs, capital improvements, and other ministry initiatives.**

Grant proposals received will be grouped into the three categories of ministry by the MEF Committee and grant selections made within those categories. Each of the categories will be allocated an amount equal to 20% (\$7,600) of the total grant amount (\$38,000). The balance of 40% (\$15,200) will then be allocated within the groups based on the classification of the proposals.

Requested funds must be for gifts or projects of a charitable, nonprofit organization that is registered with the IRS, a church, school, or special needs, and/or special initiatives of Trinity Lutheran Church.

Funds cannot be given directly to individuals. However, an individual could be designated as beneficiary if funds are used as a scholarship, stipend, or honorarium through a church organization, nonprofit organization, or specific trust.

One Page Application Process

(and more detail as necessary)

1. Complete 2018 grant application.
2. Describe the purpose of project. Describe the need in some detail and how the project will address this need. (Attach additional materials as necessary.)
3. Describe the beneficiary organization and its mission.
4. Describe how this project supports TLC/MEF mission and the areas of ministry.
5. Submit proposal by **noon March 11, 2018** to MEF mailbox at Church Office.

The activity can be a hands-on service or fundraising event that involves volunteer labor to develop or improve something for an identified recipient group. Funds requested could be for materials, supplies, equipment, transportation costs, and supporting services for the recipient group/project. Activity can be for acquiring tools, equipment, and supplies to support a TLC ministry. The project could be a contribution to a charitable organization's activity or for a special funded project.

Project Accountability and Reporting

If an award is granted, all requests for disbursement must be submitted for verification to the MEF Financial Secretary, Michael Kinsey (Church office mailbox). Attach documentation to this request for disbursement such as, invoices, billings, and your group's award letter to recipient or similar kinds of material.

A report (letter) must be filed with MEF Recording Secretary, Jeffery Hellmers, upon completion of the project. Briefly state how and when the funds were spent. Any unused funds should be returned to MEF for reallocation. The final report should be submitted within thirty days of project completion but no later than August 31, 2018.

Timeline for 2018 Grants

- Feb 12 MEF Committee updates and approves grant process and timeline. Committee recommends to Council the amount of 2018 distribution.
- Feb 13-27 Early announcement of 2018 MEF grants process and timeline: post on TLC webpage, on bulletin board, and in “Parish Notices.” Grant process, amounts, and due dates are subject to Council actions at their meeting.
- Feb 27 Council meets and acts on MEF Committee’s recommendation.
- Feb 28 - Mar 4 Committee announces 2018 MEF grant process in “Parish Notices,” posts on board, and TLC webpage. The grant packages are distributed to TLC leadership mail boxes. Extra copies are available in church office. Committee sends request to ELCA Fund A to withdraw approved amount.
- Mar 11 Proposals due in church office by noon. Address to “MEF Committee.”
- Mar 12 Committee reviews proposals received. Committee selects proposals for recommendation to Congregation Council.
- Mar 27 Council reviews and acts on MEF Committee recommendation.
- Mar 28 MEF announces grants awarded and notifies committees/recipients.
- Mar 29-31 MEF Committee receives funds from ELCA Pooled Trust and sets up separate TLC award accounts/restricted fund on TLC Ledger. Funds should be expended and reports filed by August 31, 2018.
- May 14 MEF Committee meets to review reported expenditures and review investment activity and performance.
- Sep 10 MEF Committee meets to review fund performance and any follow-up details on grants expended to date. Grant funds that are not expended will be considered for reallocation to other projects.
- Dec 10 MEF Committee meets to review performance and drafts report of activities for the 2018 Annual Report to Congregation.

