

## Instructions for completion of UUMC Endowment Fund Application

If you have an idea for a facilities project, outreach program, or a mission of Union United Methodist Church but need the funding to make it happen, then apply for funds from the current year Endowment distribution. Each year, around the beginning of March, the Endowment Committee will announce to the congregation how much of a distribution will be made available from the Fund for that calendar year. Both the determination of the availability of funds and the selection of applicants for the funds are done in accordance with the Endowment's Spending Policy.

Applicants must fill out the Endowment Fund Application Form and return it to the church finance office or email it to [finance@unionirmo.org](mailto:finance@unionirmo.org). It is important to include a description of the purpose of the project and what goals you are trying to achieve with this project.

The Endowment Committee will review the application at its next regularly scheduled meeting. If funds are still available, then the Committee will determine if the proposed project's purpose and goals meet the following criteria:

- Is the project consistent with the purpose of the fund; to provide a funding source for facilities projects, outreach, and/or missions of Union United Methodist Church?
- Does the project fall outside of the scope of the annual budget?

If your request is approved by the Endowment Committee, then a designated account will be established for your project and the granted funds will be moved there. It is from this account that you will request funds for your project. The Committee will monitor the project to ensure funds are used according to the request. If the project fails to move forward or if funds are left over from the project, then unused funds will revert to the Endowment Fund to be used for a different project or retained for next year's distribution.



# UNION UNITED METHODIST CHURCH ENDOWMENT FUND APPLICATION

Date of Application: \_\_\_\_\_

Name of Requesting Group: \_\_\_\_\_

Responsible/Contact Person/Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Project Name: \_\_\_\_\_

Purpose:

Amount Requested: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

Project Goals:

Project estimated beginning date: \_\_\_\_\_

Project estimated ending date: \_\_\_\_\_

Signature of Responsible/Contact person:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

(Space below to be used by UUMC Endowment Committee)

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Date Received by Endowment Chairperson: \_\_\_\_\_

Date Approval/Disapproval: \_\_\_\_\_

Comments: