

St. Andrew Benevolence Fund Grant Application Guidelines and Procedures

Benevolence Purpose and Scope: To provide a structure for the distribution of Benevolence Fund resources of St. Andrew Lutheran Church for the building up of God's mission in the world. The Benevolence Fund supports:

- Extraordinary programs and ministry initiatives within the Congregation where growth in faith, financial giving and/or Christian service is uniquely encouraged.
- Christian ministries outside the congregation and international ministry programs where growth in faith, financial giving and/or Christian service is uniquely encouraged.

Contact Person: Pastor Peter Johnson (pastorpeter@standrewlu.org; 952-937-2776).

Who may apply for Grants: Requests may be made by any member of the Congregation, on behalf of an organization, or by an organization outside of St. Andrew Lutheran Church.

All international grant applications must have a St. Andrew Lutheran Church member Sponsor. The Sponsor is asked to submit a statement sharing how this program fulfills the intentions of St. Andrew's Benevolence and as well as how it helps them live out their faith in daily life.

Fund Application Process: Submit a request in writing and include the following information:

- Name of person(s) making the request and their relationship to the program requesting the grant
- Purpose of the request (how will the funds be used)
- Amount requested
- Other funding options explored
- Time frame for the use of the grant (start date and expected date of completion)
- Budgeting information and the impact the grant will have on your program
- List ways St. Andrew Benevolence Fund may be publicized if grant is awarded
- Please limit application length to three pages in length
- Grants may be partially funded

Fund Application Decision Making Process: Regardless of who receives the initial request, the Benevolence Fund Chair will determine the best course of action for the Committee to take in response to the request. For priority requests special meetings may be called. For normal request processing the Committee will consider the request at its next scheduled meeting. Occasionally the Committee may request additional information regarding the request prior to making a final decision.

Notification of Grant Request: Applicants are informed of the Committee's decision on grants by the Benevolence Fund Chair. Normal processing time for application submission to decision is one month.

Grant Recipient Responsibilities:

All programs must be completed and funds granted must be used within one year of the grant. Unused funds must be returned to the Fund. It would be meaningful for us to receive a simple story or report on the mission that was benefited by our gift. This way, all may more fully celebrate the impact of the program's mission. Finally, grant recipients may publicly acknowledge St. Andrew Benevolence Fund in communications, though the Chair may limit publicity.