



## Benevolence Fund

### Grant Application Guidelines and Procedures

**Benevolence purpose and scope:** To provide the structure for the distribution of Benevolence Fund resources of St. Andrew Lutheran Church to **deserving organizations** building up God's mission in the local community, around the state of Minnesota, and around 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.
- Organizations outside the Congregation promoting Christian ministry or programs where growth in faith, financial giving and/or Christian service is uniquely encouraged.

**Who may apply for grants:** Requests can be made by any member of the Congregation on behalf of an organization or directly by an organization outside of St. Andrew Lutheran Church. Priority may be placed on member applications.

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 Fund as well as how it helps them live out their faith in daily life.

**Fund application process:** Submit a document that is **no more than three pages in length** and includes the following information:

- Date of request
- Name, phone number, and email address of person making request
- Relationship to the program
- Dollar amount requested
- Time frame in which the funds will be used
- Purpose of the funds
- Budgeting information and the impact the grant will have on the program
- Other funding options explored
- Ways the Fund may be publicized

**Fund application decision making process:** The Benevolence Fund Chair will determine the best course of action for the Committee to take in response to the request. Occasionally additional information may be requested prior to making a final decision. Most applications will be reviewed at the Fund's quarterly meetings. For priority applications special meetings may be called.

**Notification of grant request:** Applicants are informed of the Committee's decision on grants by letter from the Benevolence Fund committee. Normal processing time from application submission to decision is one to three months. Grants may be partially funded.

**Grant recipient responsibilities:** All programs must be completed, and funds used within one year of the grant. Unused funds must be returned to the Fund. At the close of the program, grant recipients are asked to submit a brief report to the Fund Chair, accounting for the expenditures of the funds and describing the results of the program. This may include photographs, testimonials, or publications. The Fund Chair reserves the right to use the contents of the report to provide a summary in the Annual Report of the Fund to the Congregation, to promote the Fund or to describe the work of the Fund in other publications.

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