



Endowment Grant Application Guidelines 2016 – 2017

Endowment Committee

DATES AND PROCESSES

Please observe dates in order to keep the procedure and process orderly. Applications will be available beginning in October 2016 for grants to be made in 2017. The deadline for the next set of applications is December 31, 2016.

PRIMARY CONTACTS

Ann Churchman, Co-chair: (678) 388-9555, annchurchman@gmail.com or
Ken Graff, Co-Chair: (770) 656-6102, kennethgraff714@comcast.net

TIMELINE FOR PROCESSING

- **First Quarter:** Calculation of amount available for grants by the Endowment Committee; evaluation of applications. Committee may contact applicants with questions to help them evaluate the proposals.
- **Second Quarter:** Award notices; awards paid (sooner, if possible).
- **At Project End:** Final accounting within 60 days.

HOW TO RECEIVE AN APPLICATION

- Applications may be emailed to you by any member of the Endowment Committee or the Church administrative staff. They are sent by the committee to session members, who in turn are asked to forward them to the committees, task forces and other initiatives under their supervision.
- The application is a Word file that can be filled in.

GUIDELINES FOR COMPLETING AND FILING AN APPLICATION

- ALL APPLICATIONS MUST BE REVIEWED AND APPROVED BY THE APPROPRIATE COUNCIL BEFORE SUBMISSION TO THE ENDOWMENT COMMITTEE.
- Please file electronically, if possible, as an attachment to an email sent to Ken Graff, Co-chair, at kennethgraff714@comcast.net. Hard copy applications can be accepted. They may be dropped off at the church office to the attention of the Endowment Committee, or mailed to the church at 205 Sycamore Street, Decatur, Georgia 30030.
- It is helpful if you are clear and concise with your information. Keep your application to a single sheet, if possible.
- Verify the information you are providing for accuracy and confirm your budget calculations.
- List as "Contact Person" any chair of a council, committee or task force. If no contact person has been designated, please indicate the relationship of the project to the appropriate council or committee.

- Consider how the amount requested will affect the project's success or failure.
- In discussing the fit of the grant and project with DPC goals, mission and objectives, please give examples as appropriate.

APPROPRIATE PROJECTS FOR ENDOWMENT GRANT APPLICATIONS

Grants are not intended to substitute for funding that should be routine budget items for the church but are intended to provide for opportunities **or** emergencies.

Acceptable projects fall into these four purposes:

- **Church missions:** shall include local and global mission work and benevolences beyond normal operating budget.
- **Church program enhancements:** refers to special projects and programs beyond operating budget.
- **Facility and grounds enhancements:** refers to unusual and extraordinary property.
- **Major maintenance and replacement:** Refers to major renovation and replacement projects including some major capital expenditures.

FUNDING BASICS

- We believe it would be unusual for a grant to provide funding for an entire project. It is in your favor if you can show that additional funding comes from personal donations and/or other sources.
- Funding will not be considered for multi-year projects or for budget overruns.

Comments, questions, and suggestions always welcome.