



DECATUR PRESBYTERIAN CHURCH

2022 Endowment Grant Application Guidelines

DATES AND PROCESSES

Please observe dates in order to keep the procedure and process orderly. Applications will be accepted until the deadline of Friday, December 17, 2021.

PRIMARY CONTACT

Ken Graff, Chair: (770) 656-6102 graff.714@gmail.com

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.
- Applications must be submitted as an attachment to an email sent to Ken Graff, Chair, at graff.714@gmail.com. Hard copies cannot be accepted.
- 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 the normal operating budget.
- **Church program enhancements:** refers to special projects and programs beyond the 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.