



ENDOWMENT FUND REQUEST FORM

Phinney Ridge Lutheran Church (PRLC) is blessed to have a vital and growing Endowment Fund. The Endowment Fund is a ministry of the congregation through which members and friends can permanently continue their financial support of the mission and ministry of PRLC, as well as support projects and ministries with similar values in the Seattle area, across the country, and around the world. The endowment Fund receives bequests from wills, life insurance policies, trusts, and other estate gifts, and may be designated to one of the following categories:

- Capital Repairs and Improvements
- Caring Ministry
- Undesignated (*this being the default if no designation is made*)

The Endowment Fund is governed by its own set of by-laws and an elected committee is responsible for the oversight of the fund and the consideration of grant requests. Requests are reviewed quarterly by the Endowment Fund Committee and granted in support of non-budgetary ministries of the church.

Written request for PRLC Endowment funds must be sponsored and submitted by a member of Phinney Ridge Lutheran Church. This form is provided for the convenience of the requestor and the committee. Additional information may be requested by the committee, which can be provided via email or on a separate sheet of paper.

Requests will be considered based on the relationship to one of the following categories:

1. Capital repairs and improvements at PRLC
2. Extending the caring ministry of Jesus Christ through the mission and ministries of the larger church
3. Strengthening faith and evangelism through ministry to the neighboring community of PRLC
4. Scholarships for rostered and lay ministries of the ELCA

What timing do I need to consider?

Please think about when you need your funding and the application deadline and committee meeting schedule noted below. The Endowment Fund Committee cannot guarantee the accommodation of last-minute requests.

Application Deadline	Endowment Fund Committee Meeting
March 31	First week of May
June 30	First week of August
September 30	First week of November
December 31	First week of February

Following its quarterly meeting, the Endowment Fund Committee will forward all approved funding decisions to the church council for action. The church council meets the second Tuesday of every month, except during July and August when a combined meeting occurs. Requests over \$5,000 require congregational approval but requests under \$5,000 do not. Applicants with requests under \$5,000 can expect to receive a decision within one week of the church council meeting.

Date of application: _____

Name(s) of requestor / sponsor: _____

Phone: _____

Email address: _____

This request relates to the following:

Caring Ministry

Outreach

Capital Repairs

Scholarships

Project Title: _____

Amount Requested: _____ Total Project Cost: _____

Who will be receiving the funds: _____

Other sources of funding, if applicable: _____

When will the funds be required? _____

Project Description:

Itemized Project Budget:

What is the objective of the project?

How will this project help fulfill the mission of Phinney Ridge Lutheran Church?

Additional information you would like the committee to consider:

If funded, are you willing to provide a summary of the completed project? Yes No

If requested, would you be willing to present the outcome at an adult forum? Yes No

Please submit your application to the Endowment Fund Committee at Phinney Ridge Lutheran Church, 7500 Greenwood Ave N, Seattle WA 98103, or via email to administrator@prlc.org.

ACTIONS:

	Date Considered	Approved	Denied
Endowment Fund Committee			
Church Council			
Congregation (for requests over \$5,000)			