

**ENDOWMENT FUND GRANT APPLICATION INFORMATION
SAINT LUKE GREEK ORTHODOX CHURCH**

To: Ministry Leaders, Members of Saint Luke Greek Orthodox Church

The Endowment Fund of Saint Luke Greek Orthodox Church maintains and disburses funds to ministries within the Church for the exclusive purpose of promoting and achieving the religious, educational and philanthropic objectives of the Church. To that end, the Endowment Fund Committee (“EFC”) invites applications for funding for ministries consistent with these goals.

At the end of the fiscal year (**December 31st**), the fund is evaluated for its annual growth and the amount of funds available to ministries is determined. If profitable, 40% of the annual net income may be used to assist ministries and their programs. Disbursement of funds must align with the Endowment Fund Bylaws.

The Endowment Fund Committee has instituted a process that instructs ministries of Saint Luke Greek Orthodox Church to apply for funds to assist ministries and their programs. This application is to be completed by the ministry and submitted to the EFC for review. If approved, monies will be distributed for the sole purpose of supporting the ministry and its program as defined in this application form. **Deadline for submission is October 31st.**

Note: If the ministry/program does not use all the funds requested, the remaining funds are to be returned to the Endowment Fund for reinvestment.

Please complete the entire application, either electronically or manually, and send it to:

Saint Luke Greek Orthodox Church
400 Prospect Street
PO Box 381
East Longmeadow, MA 01028

Attention: Saint Luke Endowment Fund

**ENDOWMENT FUND GRANT APPLICATION
COVER SHEET
SAINT LUKE GREEK ORTHODOX CHURCH
EAST LONGMEADOW, MA**

Date of Application: _____

Ministry Name: _____

Chairperson/Advisor Name: _____

Amount of money requested: _____

Email Address: _____

Ministry Board (if applicable)

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

GENERAL INFORMATION

Has your ministry applied for an EFC grant before? No Yes

If yes, when? _____

Previous grant amount? \$ _____

Title or Type of previous project _____

ENDOWMENT FUND GRANT APPLICATION QUESTIONS

1. Fully describe the ministry and/or program, whether it is new or on going, and how Saint Luke will benefit from this ministry or program.

2. Describe whether work has already been done toward implementing this program and whether there is an intent to continue this program after the EFC grant funds are spent.

3. What is the timeline for the program (include begin and end dates)?

4. If your program requires funds beyond what the EFC can grant, how will your organization go about securing those additional funds?

5. Please include any additional information that you feel is relevant to this grant request that you didn't describe in earlier questions.

Please attach a fully detailed budget for which the funds will be used. Please note that this budget must outline the expenses for implementing this program only. No other expenses are to be include.

SAMPLE BUDGET (Categories are only if applicable)

Expenditures:	
Tickets/Entrance Fees/Registration Fees	\$2,000.00
Travel (Auto Rental/Plane/etc.)	\$1,000.00
Meals	\$500.00
Lodging	\$1,600.00
Fees	
Other	

**ENDOWMENT FUND GRANT APPLICATION
SIGNATURE PAGE**

Note: To be accepted for consideration by the EFC, each grant application must be reviewed and signed by the ministry's principal contact.

I have reviewed this completed application in its entirety and assume responsibility for the expenditure of any funding received from the Endowment Fund Committee of Saint Luke Greek Orthodox Church, East Longmeadow, Massachusetts. "Responsibility" shall include reimbursement of funds to the EFC if the funds are spent in ways that are inconsistent with the terms set forth in the grant application. Additionally, any funds not spent shall be returned to the EFC.

If the grant request is approved by the EFC, the Parish Council and/or the Parish Assembly, I agree to send a written request (by regular mail or email) to the EFC to formally request the distribution of the funds. Funds must be requested within one year from the date of the grant approval or the funds will be forfeited. A six-month extension from that date may be given by a dated written request to the EFC.

I also agree to submit a report to the EFC, by or before the one-year anniversary of the grant payment, detailing the following information: if and how much money was spent; whether the goal of the grant was met; whether the project/ministry will continue; and whether additional funding will be sought (see attached form).

Printed Name: _____

Signature: _____

Date signed: _____

**ENDOWMENT FUND GRANT APPLICATION
FOLLOW-UP QUESTIONNAIRE**

Submit to the EFC by or before the one-year anniversary of the initial grant

MINISTRY INFORMATION

Name of Ministry: _____

Total Amount Granted: _____

Original Date of Grant: _____

SPENDING INFORMATION

Was the grant money spent as specified in the original grant application: YES _____ NO _____

Provide description: _____

MINISTRY GOALS

Were the goals of the ministry met?

If so, please describe the success of the program?

If not, please describe the short-comings of the program?

Will the ministry continue?

FUTURE INTENTIONS

Will this ministry seek additional funds from the EFC in order to continue this ministry?