

Vista de la Montana Permanent Endowment Fund Grant Guidelines

Purpose

This policy is established to provide the procedure for requesting a grant from the Permanent Endowment Fund (PEF) and the considerations of the PEF committee and the Church Council in reviewing the request.

PEF Committee

The committee will review the request to assure it is consistent with our charter which permits funding of opportunities, projects or programs, particularly in the areas of education, music, outreach, facilities, and leadership.

Church Council

The Council will review each program/project grant request for alignment with the strategic direction of Vista de la Montana and will be the final authority for request approval. The approval process will not exceed 90 days.

Available Funds

The goal of the PEF is to preserve the principal of the fund and use a portion of the income each year for enhancing programs and opportunities that are outside of the annual operating budget. The PEF is funded through endowment gifts, not annual pledge fund contributions for normal operations. The PEF committee will be solely responsible for determining the funds available for the requested grants. Grant funds will be disbursed as approved expenses are incurred, up to 3 months following the end of the current funding year and any unused funds will be returned to the PEF.

Process

The Endowment Committee will receive applications for grants from January through September on the attached form. Completed applications should be directed to the chair of the PEF. Applications will be reviewed in October through December and if approved funded in the subsequent calendar year. While programs/project may span several years, grant requests will only be approved for a year at a time. If a multi-year project is funded, no assumption should be made that the project will continue to be funded in subsequent years by the PEF.

Eligible Participants

All requests for grants from the PEF must come from a committee chair. Current members or constituents of Vista de la Montana United Methodist Church, wishing to fund special project from PEF, must coordinate such request with the respective committee chair.

Application Deadline

September 30 of any calendar year.

Request for Grant

Vista Permanent Endowment Fund

Project Definition

This section should describe the project and identify risks that may affect successful completion of the project.

Project Schedule

Identify the timeline for the project including start and finish dates and milestones, if any. Try to include at least one milestone as a means to determine that the project is proceeding as planned.

Project Cost

This should include both material and any expenditures for outside services.

Project Relation to Vista's Strategic Vision

Describe in as much detail as possible how the project will support both the mission and long term vision of Vista.

Committee Chair

Approvals

Endowment Committee

Church Council