

**PROCEDURES AND GUIDELINES FOR THE GENERAL ENDOWMENT FUNDS  
AT PRINCE OF PEACE LUTHERAN CHURCH IN WESTLAKE, OHIO.**

The Endowment Committee was established under Section 7 of the Bylaws and the General Endowment Fund was established under Sections B7.02 and B7.03. Please refer to our “Gift Acceptance Policy and Procedures” for making gifts a lasting difference through endowments.

Unrestricted gifts will go to the General Endowment Fund, invested at either Thrivent or Fidelity. The fiscal year for the Endowment Funds will be the calendar year, January 1 through December 31. Funds available for grants in any given year will be determined by the Endowment Committee and will be in the range of 4% to 6% of the average value of the investment funds over the past twelve quarters. The Endowment Committee will notify the Congregation of the available grant money available at the annual meeting each year. Applications may be submitted to the Endowment Committee at any time during the year after the annual meeting. Grant requests may be made by members of Prince of Peace and/or those deemed by the Endowment Committee as exceptions. This would cover frequent visitors and staff members. Applications received before May 1 will be held for group review and approval by the Endowment Committee. Grant requests received after May 1 will be reviewed for approval on a “first come first serve” basis. Applications must be completely filled out. Any application without an estimated cost will be rejected as incomplete. Only the amount estimated will be awarded. Approved grant dollars will generally be available within four weeks after approval by the Endowment Committee and will be posted in the Peace Connection. Grant applications that are not chosen can be resubmitted the following year. Grant money available but not awarded will remain in the funds.

Grant applications submitted for approval must meet one or more of the “approval factors” shown in the Bylaw section B7.03. These factors are as follows:

1. Strengthen and extend God’s mission through the Lutheran Church.
2. Reaching out in response to human need.
3. Promote and support Christian religion.
4. Christian charity.
5. Christian service including small group ministry.
6. Christian worship.
7. Christian education for everyone
8. Special projects of the congregation.
9. Capital improvements of the congregation.
10. Other purposes as approved by the Endowment Committee.

Revised 5/26/20

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