



# Endowment Fund

## Grant Application Form

The completed form should be submitted to a member of the Endowment Committee no less than 45 days prior to the date you are requesting the funds, if possible, because all committee members must be present in order to approve or reject an application. We plan to meet once per quarter, or as needed, depending on how many applications are received.

The contact person should be available to present the application and answer questions at the Endowment Committee meeting, if requested.

If the application is approved, the funds will be distributed to the contact person. The contact person is required to keep receipts to substantiate all of the expenses for the approved program or project. At the end of the program or project, these receipts should be turned in to the Endowment Committee so that they can be filed with the original approved application form.

The contact person must write a review of the program/project's success which should be turned into the Endowment Committee along with the receipts.

Date: \_\_\_\_\_

Group/Ministry Name: \_\_\_\_\_

Contact Person/Ministry Leader: \_\_\_\_\_

Amount Requested: \_\_\_\_\_  
*(Minimum \$500 – Specify either lump sum or amount per month including estimated duration.)*

Date Funds are Needed: \_\_\_\_\_

Detailed description of how the funds will be used:

Detailed description of how this program/project will benefit Lombard CRC: