

## Foundation & Memorial Accounts **REQUEST FOR FUNDS**

The first step in requesting funds from St. Paul's Endowment or Memorial Funds is to determine whether your project is eligible for funding, and to which funding source your request should be directed. Read carefully the following:

FOUNDATION: Requests for Foundation (Endowment) funds may be made by both St. Paul's and Red Wing community groups whose purpose must be consistent with the tenants of the Gospel and the Christian mission and ministry of St. Paul's. The funds are not intended to be used for the normal operating expenses of St. Paul's Church.

[St. Paul's Foundation Articles of Incorporation and By-Laws]

MEMORIALS: Requests for Memorial funds may only be made by members of St. Paul's congregation whose activities are sponsored by a Ministry Team or approved by a Pastor. The stated purpose for the funds must be consistent with the tenants of the Gospel and the Christian mission and ministry of St. Paul's.

[St. Paul's Memorial Policy (13Jul06)]

Authorization for the disbursement of funds from either Foundation or Memorial accounts will be given by St. Paul's Foundation Board of Directors in accordance with the applicable provisions of the Foundation's Constitution & By-Laws and the church's Memorials Policy.

## REMINDERS:

Requests for funds should be made PRIOR to incurring expenses and are due in the Church office the Friday before each Board meeting. Monies will not normally be paid to projects already completed or items purchased prior to funding authorization. Requests for Foundation or Memorial funds must be made on this form. No other format will be considered.

It is expected and encouraged that Requestors attend the meetings of the Foundation's Board of Directors to answer questions and clarify statements. The Board meets in the evening on the 4<sup>th</sup> Thursday of January, April, July and October.

Request for:	Foundation Funds	Memorial Funds	Either (see eligibility)
Date of Request:			
Contact Name:			
Representing:			
Address:	organismos de la composition della composition d		
	The section of the se		
Contact phone:	Co	ontact email:	

Submit completed forms to: St. Paul's Lutheran Church Foundation 320 West Ave.

Red Wing, MN 55066

Email: stpaullc@stpaulsredwing.org

Fax: 651-388-5249

Objective:	Spiritual Growth	Chris	Christian Education	
	Benevolence	Non-	recurring Congregational need	
Amount Requested:		Print	Print clearly the party to whom the check should be written	
Describe eit	her your project or	the reason you seek the	item(s) to be purchased:	
monitor the	e program or project e project (if applicabl	, the anticipated impact on e), and the relationship to o	uals the activity or project will serve, who will administer or the congregation or community, the time line and duration of congregationally established programming objectives. ou feel your description warrants them.	
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For Foundation Board Use:  Date Received:			Date Considered:	
		Amount of Award:	Account from which the Award is to be paid:	