



St. Paul's Lutheran Church

Red Wing, Minnesota

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 4th Thursday of January, April, July and October.

Request for:	Foundation Funds _____	Memorial Funds _____	Either _____ (see eligibility)
Date of Request:			
Contact Name:			
Representing:			
Address:			
Contact phone:	Contact email:		

Submit completed forms to: St. Paul's Lutheran Church Foundation
320 West Ave.
Red Wing, MN 55066

Email: stpaulc@stpaulsredwing.org
Fax: 651-388-5249

