

# WILTON PRESBYTERIAN CHURCH

## Endowment Fund Allocation Request Procedure for Dispersal

1. Endowment allocations are available based on the criteria defined in the Endowment Fund charter. Allocations are available from accrued earnings from the Endowment Fund.
2. During the year, the Endowment Committee will receive proposals from Session members, staff, ministry groups and congregants for Endowment Fund allocation. Each proposal should include the following (see attached form):
  - a. Description of the program/project which should include how the project fits in the mission and ministry for WPC.
  - b. Duration for the span of funding.
  - c. Amount requested and desired distribution plan
  - d. Impact statement: An answer to the question, “How will this grow the impact and engagement of WPC?”
  - e. What makes it unique, different, innovative, and exceptional from an ordinary budgeted expense?
  - f. How would the community of WPC suffer if the grant were not awarded?
  - g. Measurable goals
  - h. Will there be subsequent budget implications?
3. Proposals will be presented to Session for approval.
4. Allocations will be reported to the congregation in the Annual Report.
5. Recipients are expected to report to the congregation how the allocations were used. Narrative information and photos will be included in communications that go out to members of WPC.
6. The Endowment Committee will continuously be attentive to lessons learned and suggestions for improvement with regards to Endowment Fund allocations.

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## Proposal for Endowment Fund Allocation

**Proposed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Amount requested:** \_\_\_\_\_

**Disbursement Plan:**

One time disbursement: \_\_\_\_\_ (date)

Quarterly disbursement: \_\_\_\_\_

Monthly disbursement: \_\_\_\_\_

Other: \_\_\_\_\_

**Description:** *Please provide an overall description and elaborate on the who, what, when, where and how of this proposal:*

**Statement of Impact and Engagement** *Please answer the following questions and provide three goals that can be measurable:*

How will this gift grow the impact and engagement of WPC?

How will the gift enhance the work, witness, ministry and mission of WPC?

If the allocation is not received, what impact would it have on the success of the proposal?

Goals:

- 1.
- 2.
- 3.