



SAINT PAUL LUTHERAN CHURCH

715 South 3rd Street , Clinton, Iowa 52732

office@saintpaulclinton.org

563-242-4102

www.SaintPaulClinton.org

The mission of Saint Paul is to share God's unconditional love and promise in Jesus Christ with all people.

Saint Paul Lutheran Church Trust Fund Grant Application

The purpose of the Trust Fund is to carry out charitable, educational, and religious purposes of Saint Paul Lutheran Church of Clinton, Iowa. The Trust Committee was formed to carry out the mission of the Trust Fund and has adopted (with Church Council approval) the following procedure to make grants from the Trust Fund.

- **Step 1 – Grant Application Submission**

The Trust Committee accepts applications on a rolling basis but reviews applications and makes grant recommendations on a quarterly basis. Applications can be obtained from and returned to the church office during normal office hours. It is recommended that applications be submitted 30 days prior to any quarterly meeting of the Trust Committee

- **Step 2 – Trust Committee Review and Recommendation**

Applications will be reviewed by the Trust Committee and those applications that meet the criteria and priorities of the Trust Committee will be recommended for approval at the next Church Council meeting. Additional information and/or an interview may be requested by the Trust Committee as part of this review process. Applicants whose projects are not recommended for approval will be notified and the decision of the Trust Committee is final.

- **Step 3 – Church Council Approval**

A brief rationale and a motion to approve a disbursement from the Trust Fund will be forwarded to the Church Council for their consideration and approval. The Church Council may (at their discretion) approve, disapprove, or return the motion back to the Trust Committee for further information. The decision of the Church Council is final.

- **Step 4 – Notification of Final Disposition**

Applicants whose projects are not approved will be notified within two weeks and no rationale for disapproval need be provided. Applicants whose projects are approved will be notified within two weeks of receiving approval and further arrangements will be made in a timely manner.

- **Step 5 – Disbursement and Follow Up**

Grant monies will be distributed in a reasonable time frame to meet the applicant's needs and may be distributed in a staggered fashion. Applicants will be required to provide documentation and a follow up report as a condition of receiving grant monies. A form for this purpose will be provided at the time of disbursement(s).



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Name of Organization/Individual _____

Contact Person _____ Date of Submission _____

Address _____

Phone _____ Email _____

- **Section One – Project Summary** – Please summarize what the requested grant funds will be used for and your time line for implementation.

Total Amount Requested _____ Date funds are needed by _____

- **Section Two – Trust Fund Mission Considerations** – Please explain how your request meets the purpose(s) of the Trust Fund and compliments the mission of Saint Paul Lutheran Church.



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- **Section Three – Financial Considerations –**

Please answer the following questions regarding your request.

1. Is this for a tax exempt organization? If yes, please provide documentation verifying status.
2. Is this a request for a one time project?
3. Is this request part of your operating budget?
4. Is this request part of a fund raising campaign?
5. Are matching funds available for this request?

- **Section Four – Details of Amount Requested –**

Please explain how you determined the amount of the grant money that you are requesting.

I understand that:

1. Grant money should be used solely for the purpose and time period described in the grant application.
2. Any deviation should receive the prior approval of the Trust Committee.
3. Any funds not used during the specified time frame or for the purpose of the grant are to be returned to the Trust Fund.
4. Upon completion of the project, a report will be submitted to the Trust Committee.

I agree to comply with the above stipulations and certify that this application is a full and honest representation of the project I intend to complete with any funds that I may receive.

Signature

Date