



Capital Improvement Endowment Fund 2012 Information and Application Form

Introduction

Through the generous gifts of its members, Zion Evangelical Lutheran Church of Waterville, Ohio, is pleased to offer grants for Capital Improvement at Zion. Zion's Endowment Committee administers the Fund through an application process.

The following information explains the application process and timetable. All applications must be in writing and all information must be provided. All applications must be **submitted** and **sponsored** by an active member of Zion Evangelical Lutheran Church. In the interest of efficiency and uniformity, the Endowment Committee will evaluate all requests based on written applications rather than personal interviews with applicants.

Categories

The Endowment Committee is looking for Capital Improvement proposals that do not increase Zion's operational expenses. The Committee is looking for Capital Improvements that will stimulate and facilitate **God's work**. The Committee has an interest in furthering Zion's mission and ministry as a partner in Christ. The Committee also has an interest in stretching the funds available through a matching grant approach. The Committee will consider and evaluate all appropriate grant applications in the following categories:

1. Projects that will increase attendance.
2. Projects that will improve the quality of worship.
3. Projects that will reduce operating costs.
4. Projects that will reduce other costs.

2012 Dates

All grant applications must be received in the church office no later than March 12. The Endowment Committee will review all applications by May 14. After May 14, ballots will be prepared and mailed to all congregation members to vote on the proposed projects. All ballots that are properly returned and verified by July 16 will be counted and compiled by the Endowment Committee. The Endowment Committee will report the voting results to the Congregation in early September. Disbursements will be made as required by the nature and timing of the project, beginning in October.

Amounts not disbursed after one year will be returned to the Capital Improvement Endowment Fund.

Procedure

The Endowment Committee will review applications by May 14 to determine if they meet the grant criteria. Qualifying applications will be reviewed and must be approved by the Committee in order to be presented to the Congregation for voting. If there are no appropriate applications submitted, none will be presented.

Funding

Application proposals should be limited to no more than \$5,000 per request. It is anticipated that the Capital Improvement Endowment Fund will provide approximately \$10,000 on an annual basis. This amount will be allocated among the appropriate categories listed above. The amounts allocated to each project will depend upon the number of approved applications, how they match the capital improvement objectives, and the results of the Congregation vote. Additionally, any project appearing on the ballot may receive full, partial or no funding.

Application

EACH APPLICATION FOR A GRANT FROM THE CAPITAL IMPROVEMENT ENDOWMENT FUND MUST BE ACCOMPANIED BY AN APPROPRIATE APPLICATION FROM THE SAME MEMBER(S) FOR A GRANT FROM THE MISSION ENDOWMENT FUND.

The applicant for a grant from the Capital Improvement Endowment Fund must be an active member of Zion. The application form must be filled out in its entirety. Additional information that the applicant wishes to supply should be attached to the application. The application must be received in the church office by March 12 to be considered for funding in October. Any questions in regard to this application process should be directed to Zion Lutheran Church at 419-878-0266.

Additional applications may be downloaded from: www.zionwaterville.com.

If you download the application, you can enter all information on the form using a computer. It is a “fill in the blanks” document that can be saved on a computer. After all information is entered, you may print a copy and mail it to the church office, or you may attach the document file to an email. Be sure to include the words “endowment application” in the subject line of the email.

Printed applications should be mailed to:
The Endowment Committee
Zion Lutheran Church
22 North Second Street
Waterville, Ohio 43566

Applications submitted as an email attachment should be addressed to:
lsellers@zionwaterville.com



ZION LUTHERAN CHURCH

W A T E R V I L L E • O H I O

2012 Capital Improvement Endowment Fund Application

The applicant must submit this application by March 12, 2012 to receive consideration for funding in, or beginning in, October. Applications that properly fit the grant categories and are selected by the Committee will be presented on the congregational ballot. Allocations will be based primarily on the vote of the congregation. Application proposals should be limited to \$5,000 per grant request, and must be accompanied by a Mission Endowment Application from the same sponsor(s).

Date of application _____ Grant amount requested _____

Applicant information:

Member name _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ E-mail _____

List the purposes for the grant and the ways in which funds would be used.

If you do not receive the full amount requested from the Capital Improvement Endowment Fund, what other sources of funding will be used to complete the project?

Give a brief history of this need for funding.

Please complete at least **one** of the following four, and any others that apply.

How will this project **increase** the attendance at Zion?

How will this project **improve** the quality of worship?

How will this project **reduce** operational costs at Zion?

How will this project **reduce** other costs at Zion?

Provide a description of the project and the purpose of the grant requested. This should be limited to 100 words. If selected, **this description will appear on the ballot presented to the congregation**. You may attach a separate sheet for this purpose, if you choose. Examples from a prior year's ballot are available through Zion's office.

Printed applications should be mailed to:

The Endowment Committee
Zion Lutheran Church
22 North Second Street
Waterville, Ohio 43566

Applications submitted as an email attachment should be addressed to:
lsellers@zionwaterville.com