

**SESSION SPECIAL PROJECTS COMMITTEE
IMMANUEL PRESBYTERIAN CHURCH ENDOWMENT SPENDING**

INVITATION FOR PROPOSALS – JANUARY 2018

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THE IPC ENDOWMENT SPECIAL PROJECTS COMMITTEE INVITES YOU TO APPLY FOR A GRANT.

INVITATION FOR PROPOSALS (IFP)

The IPC Special Projects Committee currently is seeking proposals from the Immanuel congregation, committees, ad hoc groups and friends for grants from the IPC Endowment to fund projects, programs, activities and the like.

Criteria - To be considered for funding, the project must meet the criteria of serving either the “special needs and programs within Immanuel” or the “community outreach and other benevolences,” as required by the IPC Endowment Spending Policy.

Amounts - The amount currently available for distribution for calendar year 2018 is **\$13,642.58**. A minimum of **\$3,839.55** of this total amount *must be used* for benevolences (charitable organizations or charitable projects outside of Immanuel). There is no upper limit on how much of the total may be used for benevolence purposes. This means that projects to benefit outside charitable organizations or projects could receive in the aggregate as much as the entire **\$13,642.58** gift, but projects to benefit internal Immanuel church needs may receive, in the aggregate, no more than **\$9,803.03**. The only spending prohibition applicable to these Endowment funds is that they may not be used to cover general operating expenses of the church.

INVITATION PROCESS

All church members, *ad hoc* church groups, church committees and friends (“applicants”) are eligible to apply for these grants by following the application process described herein. The expectation is that applicants will provide a completed proposal on behalf of outside charitable organizations or for an internal church use. Recipients, therefore, could be an outside organization or group such as an outside charitable or community group, an Immanuel church committee or group whose proposal addresses a need that is not covered by the church’s annual operating budget.

The application form - The one page grant application form is attached to this Invitation. Please feel free to attach additional pages, if necessary, to fully describe your application. Feel free to submit a video, if you like. The application form also is available via a link on the IPC website at www.ipcmclean.org , in the IPC E-presence, in the Narthex, in the Breezeway of the church house and from the church office.

The recipient - If the proposed recipient of the grant is an outside organization, please include detailed information regarding the organization, its philanthropic or benevolent mission, its management, senior administrator and contact information. Please also include all information regarding the history of the organization and its past interaction, if any, with Immanuel or individual church members. This could

include its past receipt of monetary or in-kind gifts from church committees and/or participation by congregants in volunteer projects for the organization. Relationship to the mission of Immanuel is an evaluation factor.

The project/program - Applicants should provide detailed information about the specific project that is being proposed to receive the grant. Please discuss the objective or goal of the project, what need it will fulfill and how the grant will fulfill that goal and need. Please describe the timetable for the project in detail and when the funds will be spent. If there is a specific deadline for the project, be sure and note it. Please be sure to explain or justify the amount of monies being requested.

Applicants - Applicants should provide contact information so that the Committee can reach them for follow-up questions and clarifications.

TIMELINE

All applications in response to this Invitation for Proposals are due no later than **February 26, 2018 at 5PM**. Proposals will be considered submitted in a timely fashion if they are either emailed to henrysj364@verizon.net or if they are received in the church office, either by UPSP or hand delivered, by the above deadline. If additional information or discussions are needed with any of the applicants, they will be notified.

The IPC Special Projects Committee will review all applications and will make recommendations to the Session for the Session to make the final decision regarding which applications will be granted. The Committee will work as expeditiously as possible and will submit its recommendations to the Session no later than the date of the regular May 2018 Session meeting. Funds will be available for distribution during the week following the Session's final decision.

Note - Under the Endowment Spending Policy, the money need not be spent. The Session reserves the right to decline to fund any of the applications and to decline to spend any of the Endowment funds.

ENDOWMENT SPENDING

To assist you in developing your ideas and your grant requests, take a look at the projects that were funded by the Endowment last year:

- (1) Interfaith Community Garden -- \$2,635
- (2) International Mid-wife Scholarship -- \$3,435
- (3) Self-defense workshop for youth -- \$1,050
- (4) Parable of the Talents for our Children's Ministries -- \$450
- (5) Sending a congregant to a Conference on Aging and Spirituality—\$1,300

The Endowment has an additional \$3,911.41 this year enabling us to increase our grants.

IMPORTANT NOTE (THE FINE PRINT) -- Please note that all applicants whose applications are selected to receive a grant, will be required to sign a Grant Acceptance Agreement whereby the applicant agrees to be responsible for the spending of these grant funds and to report on the spending to the IPC Special Projects Committee.

**APPLICATION FOR FUNDING FROM THE IPC ENDOWMENT -- 2018
DEADLINE - MUST BE RECEIVED NO LATER THAN 5PM, FEBRUARY 26, 2018**

Proposed Grant Recipient: _____

Description of Proposal and all applicable
deadlines: _____

Recipient's History with Immanuel: _____

Amount sought and specific application of funds: _____

Proposal Submitted by: _____

For Additional Information, Contact: _____

