

## IMMANUEL PRESBYTERIAN CHURCH ENDOWMENT SPENDING

### INVITATION FOR PROPOSALS – JANUARY 23, 2019

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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. All of these proposals must address a need that is not covered by the church’s annual operating budget.

Amounts - The amount currently available for distribution for calendar year 2019 is \$13,135.62. A minimum of \$3,822.70 of this total amount *must be used* for outreach (charitable organizations or charitable projects outside of Immanuel). There is no upper limit on how much of the total may be used for outreach purposes. This means that projects to benefit outside charitable organizations or projects could receive in the aggregate as much as the entire above-mentioned amount, but projects to benefit internal Immanuel church needs may receive, in the aggregate, no more than \$9,312.92.

#### 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, internal IPC groups or for an internal church use. Recipients, therefore, could be an outside charitable organization or community group, an individual friend of IPC, or an Immanuel church committee or group.

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](http://www.ipcmclean.org), in the IPC E-presence, in the Narthex, in the Breezeway of the church house and from the church office.

The applicant – All grant applicants will be required to sign a Grant Acceptance Agreement whereby the applicant, not the recipient, agrees to be responsible for the execution of the awarded project within the allocated budget before the end of the 2019 calendar year. To that end, the applicant will be required to provide the committee with progress updates at the end of June, September and December 2019 or as soon as the project is completed if that occurs sooner. These updates will include: (a) a description of any completed activities, (b) an itemized listing of funds spent to date, and (c) plans,

including a timetable and dates, for completion of the project including notification that the project will not be concluded by the end of calendar 2019.

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 and dates 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 28, 2019 at 5PM. Proposals will be considered submitted in a timely fashion if they are either e-mailed to [henrysj364@verizon.net](mailto:henrysj364@verizon.net) or if they are received in the church office, either by USPS or hand delivered, by the above deadline. If additional information or discussions are needed with any of the applicants, they will be notified. No extensions of time for the application will be granted.

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 2019 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 some of the projects that were funded by the Endowment in 2018:

(1) Students Helping Honduras – funds to help procure a replacement van - \$5,000

(2) Five Talents – purchase of a computer and three smart phones to help train the poor in South Sudan - \$2,500

(3) Yellow Door – help provide an apartment in Richmond with immunocompromised standards for children and families undergoing cancer treatment - \$ 2, 228

(4) Provide books for incarcerated children and visitors in the Fairfax Adult Detention Center - \$600

(5) Shoes for Ugandan children – collect and cut old jeans into shoe shapes and send them to be made into shoes - \$350

**APPLICATION FOR FUNDING FROM THE IPC ENDOWMENT -- 2019  
DEADLINE - MUST BE RECEIVED NO LATER THAN 5PM, FEBRUARY 28, 2019**

Proposed Grant Recipient: \_\_\_\_\_

Description of  
Proposal: \_\_\_\_\_

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**Projected timetable for implementation:** \_\_\_\_\_

Recipient's History with Immanuel: \_\_\_\_\_

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Amount sought and specific application of funds: \_\_\_\_\_

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Applicant Submitting Proposal:

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For Additional Information, Contact:

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