

LWML Mid-South District

Endowment Fund - Grant Request Form

INSTRUCTIONS

See sample form completed at the end of the instructions.

Complete Part 1

1. Please enter the date of the request.
2. For the year of distribution the deadline for request receipt is April 15.
3. Send all requests to the Chairman of the Endowment Committee. The chairman's address will be updated on the form as the Chairman changes.
4. Provide the name of the person and/or organization requesting the funds. Also provide the LWML Zone in which the person/organization is located.
5. Provide all contact information of the requestor(s).
6. Assign a title to the request. Please see sample completed form for ideas.
7. Provide the details of the request including how it fulfills one of the goals (see below for goals) and the associated costs. Please note the funds do not have to be spent at the time of the request but must be spent before the costs are reimbursed unless there are approved extenuating circumstances. The extenuating circumstances must be provided in the initial request and approved by the committee before the funds will be provided ahead of spending them.
8. The requestor will be notified by the Endowment Fund Committee Chairman whether the request has been approved. If approved, an accounting will be expected as soon as possible to receive the funding (unless it has been approved for pre-funding by the committee). If approved for pre-funding, the accounting will be expected as soon as the funds are spent.

Complete Part 2

9. The expectation is that the recipient(s) will be blessed by the funds and will provide of summary of those blessings. The summary will most likely be published in the LWML MSD "League Letter", on our website, and on our Facebook page, as well as other avenues.

Fund Goals

Purpose of the request must be limited to the two goals listed below from the LWML Mid-South District Endowment Fund Guidelines unless there have been funds donated for a restricted purpose and the restricted purpose of the donation has been approved by the LWML Mid-South District Board of Directors.

- **Scholarship Assistance** – Will provide for but not be limited to scholarships/subsidies in full or in part for LWML MSD members. This monetary assistance will be eligible for use in attending LWML national events and conventions, LWML Mid-South District events, conventions, and retreats or for other events that may be of benefit to service in the LWML.
- **Leader Development** – Will focus on, but not be limited to, any expenditure or purpose related to leader development of current LWML MSD leaders offered by national or district LWML. It may also be used by current LWML Mid-South District leaders or members to attend events, seminars, meetings, on-line courses, and college courses that will enhance their skills and be of benefit to ministry in the LWML.

LWML Mid-South District Endowment Fund - Grant Request Form (SAMPLE)

PART 1 – REQUESTING FUNDS

Requests must be received between January 15 through April 15 in the year of distribution.

Request Date: _____

Email form to Mary Pruitt at: endowmentfund@midsouthlwml.org

OR Mail form to:

Mary Pruitt
Committee Chairman LWML MSD Endowment Fund
PO Box 1645
Alma, AR 72921

Person and Sponsoring Organization making request:

Esther Guild, _____

Contact Name Jane Doe, President of Esther Guild

Contact Address 1000 Main St.

Apt. 1

Contact City, State, and Zip Code Pine Bluff, AR 71603

Contact Church and/or LWML Zone Trinity Lutheran Church, South Arkansas Zone

Contact email janedoe@gmail.com

Amount \$ 244.72

Title of Request

MSD Western Arkansas Retreat Scholarship

Purpose of Request (refer to instructions to be sure request is in line with the LWML MSD Fund goals)

Esther Guild would like to sponsor the attendance of a young lady in our congregation to attend the Western Arkansas Retreat at Mount Eagle. This request meets the Scholarship Assistance goal by helping a young woman (Alice Smith) who has children at home and who works part-time and might not otherwise be able to attend the retreat. We believe it would give her time for spiritual renewal as well as fellowship with other Christian ladies in her church and her district. The amount being requested includes the \$175.00 registration fee and the roundtrip mileage of 498 miles according to Google Maps reimbursed at the suggested 14¢ per mile which is \$69.72.

Attach additional sheet if more space is necessary.

Attach any documentation that will help us evaluate the request.

LWML Mid-South District
Endowment Fund - Grant Request Form
(SAMPLE)

PART 2 - ACCOUNTING OF PROVIDED FUNDS

Date Completed: _____

Email Part 2 form to Mary Pruitt at: endowmentfund@midsouthlwml.org

OR Mail form to:

Mary Pruitt
Committee Chairman LWML MSD Endowment Fund
PO Box 1645
Alma, AR 72921

Type of Cost <u>Registration fee</u>	Amount \$ <u>175.00</u>
Type of Cost _____	Amount \$ _____
Type of Cost _____	Amount \$ _____
Type of Cost _____	Amount \$ _____
Mileage (reimbursed at IRS rate/per mile, currently 14¢)	
Number of miles (if applicable) <u>498 miles</u>	Amount \$ <u>69.72</u>

Please include all applicable receipts with form.

Summary of How the Recipient was Blessed by the Experience (attach additional sheet if necessary):

I (Alice Smith) was blessed to be able to attend the Western Arkansas District Retreat. We arrived by supper time on Friday where I was greeted by the Retreat Committee members and other attendees. It was a very warm welcome. I was given my assigned room with the other ladies from my church. We ate our meals communally and were encouraged to sit with others not known us so we could get to know others in our district. There were numerous bible studies along the theme of "The Lord is Our Refuge". There was time for fellowship and time of individual reflection. Numerous hiking trails of various challenges are there around the camp and we were given time to explore them. The weekend ended with a wonderful service provided by the Junior Pastoral Counselor. Although I missed my family, I was so blessed to be in the company of other Christian women worshipping, studying, and fellowshiping with them. Thank you for your assistance.