

Hopewell Presbyterian Church Endowment Fund Distribution Policy

Striving to be a well of hope.

*Hopewell Presbyterian Church's mission is to love like Jesus:
Building up our relationships with God, one another, and our community.*

Disbursement Policy

Session will work with the Financial Stewardship Committee to determine the annual amount available for distribution from the Sharipen Fund. In making these determinations, an attempt will be made to preserve principal. Session will provide the Generosity Ministry with a timely estimate of grantmaking funds available in advance according to the grant timeline below. Ongoing Sharipen Fund performance will be overseen by the Financial Stewardship Committee. Annual fund distribution (grantmaking) will be overseen by the Generosity Ministry. All grants will be reviewed for approval by Session.

Sharipen Fund Materials

Distribution Policy, Downloadable Application Form, and a brief description of recently funded Sharipen projects can be found at *(include link to Sharipen Fund on website)*.

Grant Application Process

1. A grant request must be submitted on the approved application form. Only fully completed applications will be reviewed. Additional information may be included if relevant to the grant request.
2. The application must be received in the church office no later than 5:00 on the due date. Applications received after that time will not be reviewed.
3. The application will be reviewed by members of the Generosity Ministry on an annual basis, according to the grant cycle below.
4. A completed copy of the application form should be emailed to the church office on the date of the announced grant cycle deadline.
5. In some cases, additional information may be requested by the Generosity Ministry. In those cases, the contact person listed on the application will be notified.
6. Applications received after the grant cycle deadline will not be considered for funding.
7. All recommended requests will be reviewed by Session for approval before notifying the applicant ministry.

Eligibility Criteria

- Any ministry or mission of Hopewell Presbyterian Church that can demonstrate that Sharipen Funds will be used to further the mission of the Church at large.
- Granted funds are not intended to be used to replace normal operating budget allocations.
- Primary consideration will be given to those programs or projects which display the potential to initiate or further the long-term outreach of the Church.
- Grant decisions are at the discretion of the Generosity Committee and could include funding for either short-term or multi-year projects. Multi-year grants will be reviewed annually before subsequent funding is allocated.

- Any question concerning eligibility should be directed to the Generosity Ministry.

Amount of Distribution

- Session will work with the Investment Committee to determine the annual amount available for distribution from the Sharipen Fund.
- At the discretion of the Generosity Ministry, and in conjunction with the Session, this amount may vary depending on the earnings record of the Endowment Fund.
- The total amount to be distributed may be granted to one ministry or mission or may be divided at the discretion of the Generosity Ministry. Their decision will be based on the merits of the applications received and the total amount to be disbursed.
- The money will come directly from the Treasurer. This could be through the debit card, reimbursement with the proper documentation, or direct check. .
- If the project’s original intent is significantly altered, a written request for a change of use must be submitted to the Generosity Ministry before commencing the work.

Final Report

All approved grants require a Final Report on the funds impact on project completion. This is a written report that should include a brief accounting of the funds, how the project has impacted the Church or community. Please feel free to include specific stories, images and details about any unanticipated learning that resulted from the project. The report should be emailed or delivered to the church office within one month of the project completion.

Annual Grant Cycle

Application Submissions	Opens November 1 and closes January 31. Applications may be submitted at any point during that time.
Ministry Review Period	February 1 - March 31
Award Notification	On or before April 30 After approval by Session
Fund Disbursement	By May 31
Final Report	Due within one month of project completion

Any changes to these policies will be reported to Session in a timely manner and made known to the Congregation through normal communications channels.

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