

## **Westminster Presbyterian Church Endowment Fund**

10 W Pleasant Grove Road  
West Chester, PA 19382

### **Endowment Fund Grant Application Form**

The Endowment Fund Board of Managers is vested with the authority of making available income from the Endowment Fund "for religious or charitable purposes of Westminster Presbyterian Church," subject to the Grant Procedures Policy (see separate document).

Please provide the following information to assist the Board of Managers in evaluating and approving your request for funding. Grant applications must be approved by the Endowment Fund Board of Managers and endorsed by the Session. You are encouraged to supply any additional information that you feel will be helpful to the Board of Managers.

#### **Section A. Program/Project Information**

1. Name of individual or group requesting Endowment funding:
2. Address (if group, please provide address of individual responsible for submitting this request):
3. Telephone number(s) of requesting individual:  

Home:	Cell:
Work:	Email:
4. Name of organization to whom the grant check should be payable and the address where the check should be sent (please include organization contact name, phone number, email address and website so we can publicize if approved):
5. Tax ID Number of the Grant Recipient Organization:
6. Please name the Westminster member(s) (or groups) involved with this project. Please describe their specific role(s) in this project:
7. What is the total grant amount requested and what is the amount of total funds needed to implement this project or activity?
8. Are there any other sources of funding for this project or activity? If so, specify any such source and the amount expected.

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9. Do you anticipate that this Grant, or any portion, will be repaid?
  
10. After the Grant Funds are expended, what is the funding source to continue this activity? Has the continuing funding source formally approved this activity?
  
11. When is the disbursement needed? One-time payment or installments? If installments, please describe funding schedule.

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### **Section B. Program/Project Description**

Please describe the nature of this request, including how the grant will advance the religious or charitable purposes of Westminster Presbyterian Church.

(attach additional pages(s) if necessary)

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### **Section C. Feedback Agreement**

Approved grant recipients are asked to complete a Feedback Form (see separate document) upon completion of their program. Programs should be completed within one year of disbursement of funds.

By initialing below, you indicate you have read and understand the Grant Procedures Policy and you agree to provide a completed Feedback Form at the sooner of the completion of the project or no more than one year after disbursement of funds.

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Signature of Representative of the Organization

Date

### **Section D. Signatures**

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Signature of Westminster Member applying for grant

Date

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Signature of Representative of the Grant Recipient Organization

Date

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Signature of Authorized Endowment Fund Board Manager

Date

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Signature of Authorized Session Member (if approved)

Date

### **For Endowment Fund Board Managers' Use ONLY:**

DATE RECEIVED BY BOARD

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DATE REVIEWED BY BOARD

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DATE APPROVED/REJECTED BY BOARD

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AMOUNT APPROVED BY BOARD

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DATE SUBMITTED TO SESSION

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DATE OF SESSION ENDORSEMENT

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DATE FUNDS DISBURSED

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DATE FEEDBACK RECEIVED

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