

**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 (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. The Board of Managers considers requests for special programs and projects, rather than requests for operating fund items such as staffing costs, utilities and other ongoing expenses.

All applications must be sponsored by a member of Westminster Presbyterian Church.

**Applications are to be submitted to: [endowment@westminsterpc.org](mailto:endowment@westminsterpc.org).**

Please attach to your submission any documents that would provide relevant information to support your grant application.

### **Westminster Member Sponsor Information**

1. Name of Westminster member sponsoring and/or submitting the Endowment Fund application:
2. Telephone number of Westminster member:
3. Email address of Westminster member:

### **Section One: Prospective Grantee Organization Information**

#### **A: Organization or Program Name and Primary Contact**

4. Legal name of organization or program to benefit from Endowment Funding:
5. Name of organization primary contact, if different from Westminster member listed in item #1
6. Telephone number of organization primary contact, if different from Westminster member listed in item #2
7. Email address of organization primary contact, if different from Westminster member listed in item #2
8. Address of organization. This should be the address where a grant check should be sent, if an award is made:

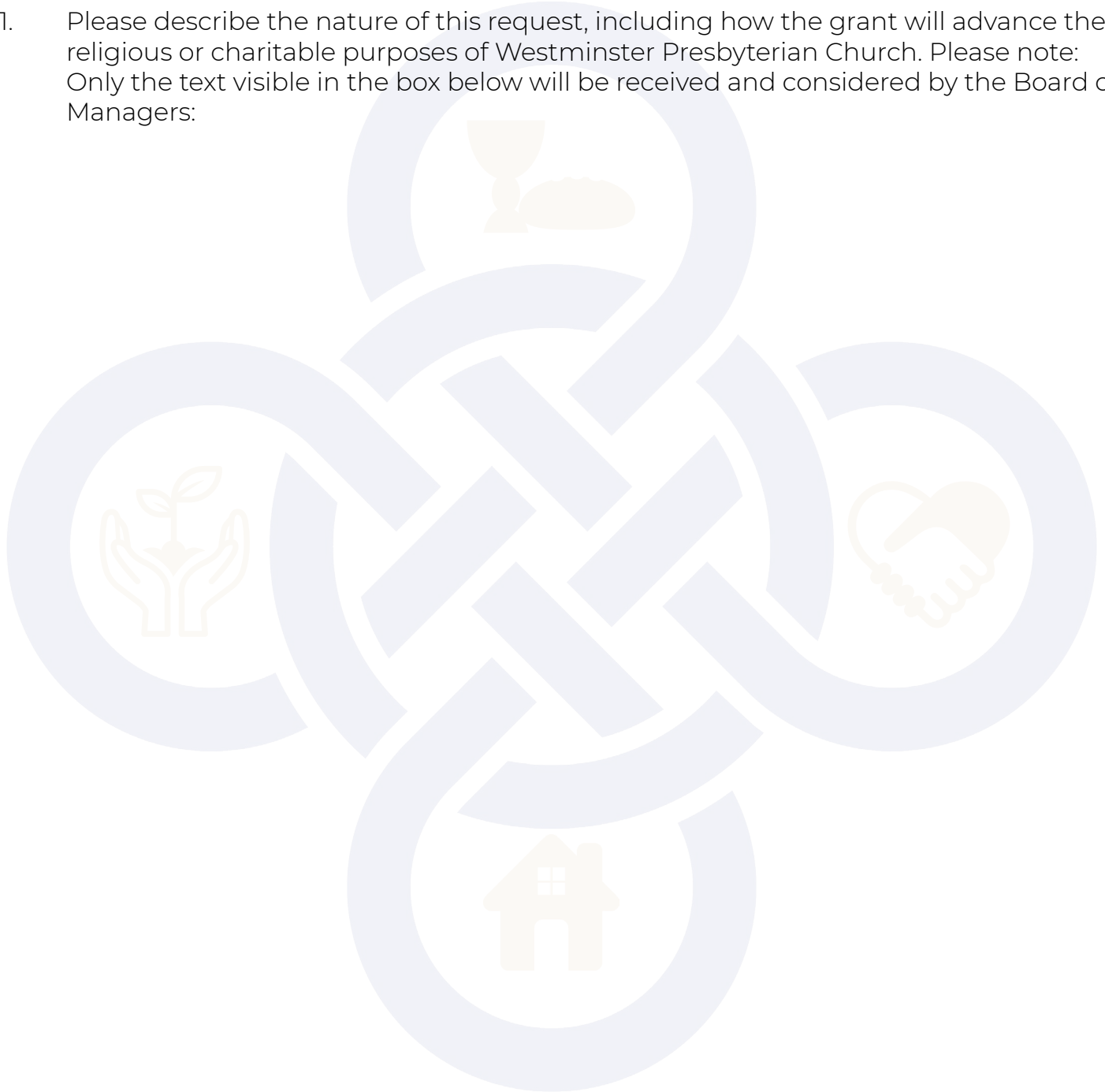
9. IRS Tax ID Number of the organization:

10. Website of the organization

## **Section One: Prospective Grantee Organization Information**

### **B: Program/Project Description**

11. Please describe the nature of this request, including how the grant will advance the religious or charitable purposes of Westminster Presbyterian Church. Please note: Only the text visible in the box below will be received and considered by the Board of Managers:



## Section One: Prospective Grantee Organization Information

### C: Project Budget

12. Total funding needed to implement this program, project or activity:

13. Amount requested from Westminster Endowment Fund:

14. What are the other sources of funds, if any, for this project or activity? If available, please list the funding source and the amount expected:

15. Do you anticipate that this Grant, or any portion, will be repaid?

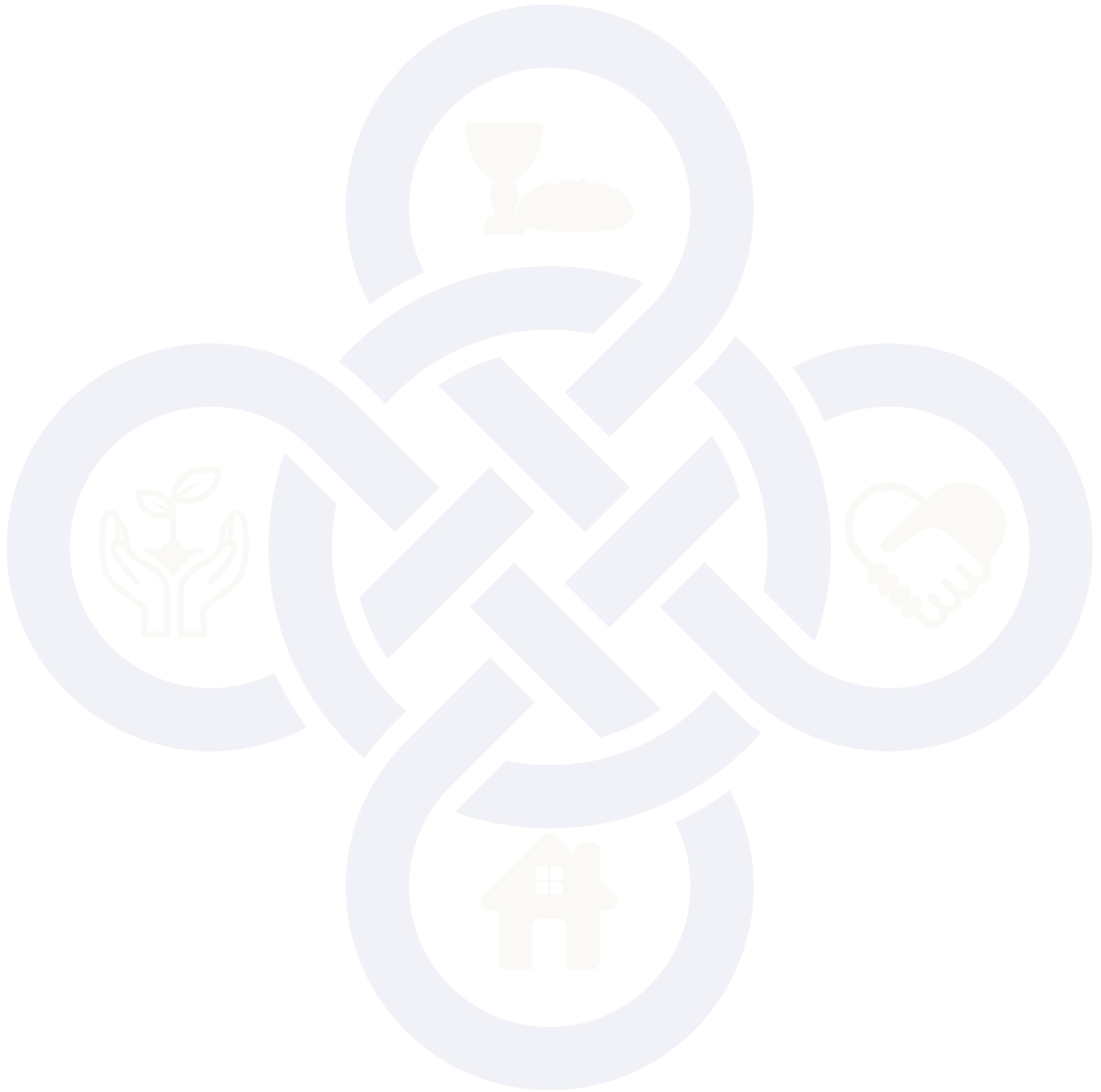
16. If approved, after the Grant Funds are expended, what are the source(s) of funding to continue this activity?

17. If awarded, when is the disbursement needed? One-time payment or installments? If installments, please describe funding schedule.

## Section One: Prospective Grantee Organization Information

### D: Westminster Engagement

18. Describe the Westminster member(s) or group involved with this project and their role(s) in this project. Please note: Only the text visible in the box below will be received and considered by the Board of Managers:



## Section Two: Feedback Agreement

19. Approved grant recipients are asked to complete a Grant Report (See separate document) upon completion of their program. Programs should be completed within one year of disbursement of funds.

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

**Signature of Westminster Member Applying for Grant**

Date:

**Signature of Organization Primary Contact**

Date:

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### **For Use By Endowment Fund Board of Managers Only**

Date received by Board

Date reviewed by Board

Date approved/rejected by Board

Amount approved

Date submitted to Session

Date of Session Approval

Date funds disbursed

Date Grant Report Received



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