

Georgia United Methodist Foundation
Grant Fund Request Process

A. General Information

Disbursements from the Endowment Fund, administered by the Legacy Committee, for either designated or undesignated funds will first be determined by availability of funds for such disbursements. The availability of funds will be determined by other existing Legacy Committee policies or donor designations, which assist in the administration of the Endowment Fund.

B. Request Process

To make a formal request for funds, the potential recipient of Endowment Funds must complete the following steps:

1. A written request must be submitted to the Legacy Committee for initial review.

This request should include:

- a. The name of the entity and contact person submitting the request
- b. The specifics relating to the project needing funds
 - Scope and goals of the project
 - History of the project
 - Annual budget of the project
 - Planned use for the requested funds
- c. Any timing restraints foreseen for the receipt and use of the requested funds

2. The Legacy Committee will review the request at its next regularly scheduled meeting.

a. The request will be reviewed in conjunction with:

- The availability of funds
- The Legacy Committee's spending policy
- The specifics of the project and how they relate to either designated or undesignated Funds
- The timing of receipt of other requests for the same funds that may have been received earlier

b. If any questions arise during this review, the submitting individual will be contacted for further information

3. Following the review of the request for funds, or after receiving any additional requested information,

the Legacy Committee will vote on the disbursement of the funds to the project.

- a. If the vote passes and the funds are approved for disbursement, the Legacy Committee will direct that a check be written to the requesting source at a point-in-time deemed appropriate by



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the Legacy Committee

b. If the vote is against disbursement, a written communication will be generated by the Legacy

Committee to the requesting party identifying, as clearly as possible, the reasons for the denial

and if, in the future, anything may be done to gain approval such as submitting the request for

funds earlier.

Adopted by **Bethlehem First United Methodist Church** Legacy Committee on ____ (date) ____,
20__ .