

ST. JAMES LUTHERAN CHURCH
GETTYSBURG, PENNSYLVANIA

Number 4.90
Subject Grant Procedure
Effective Date 9/1/06
Committee Council

Grant Procedure and Policy of St. James Lutheran Church

Committees, individuals, and organizations affiliated with St. James Lutheran Church are encouraged to apply for grants in support of the programs and benevolences of St. James Lutheran Church. Grants that are considered appropriate by the St James Lutheran Congregation Council may be funded by local or national foundations (e.g. Hoffman Foundation), corporations (e.g. Thrivent), or governmental (e.g. Keystone Stars). In all cases, the appropriate committee (e.g. Youth, Childcare, Property) shall be the primary reviewing entity.

The appropriate committee shall: 1) review the granting agency's procedures and regulations, 2) approve or deny the request for applying for the grant, 3) review the completed application, 4) approve or deny the application, and, 5) forward approved applications to the Executive Committee of the Congregation Council which will present the application to the Congregation Council for final approval or denial. All approved grant applications will require the signature of the President and Vice President of the Congregational Council.

Upon acceptance and approval of the application by the granting organization, the committee, individuals, or organizations affiliated with St. James Lutheran Church who are responsible for the grant will submit to the Congregation Council a monthly report detailing the financial records pertinent to the grant in addition to a twice yearly report on the status of particulars for said grant.

Upon completion of the grant term, a final written report from the committee, individuals, or organizations affiliated with St. James Lutheran Church who are responsible for the grant is to be made to the Congregation Council of St. James Lutheran Church and if required, to the granting agency, detailing all finances and procedures performed.