



Request for Distribution / Grant of Funds from the Mount Pisgah Endowment Fund

Those persons/groups wishing to request financial support from the Mount Pisgah Endowment Fund should complete this form and return it to the Church Office, Attention: Endowment Committee Chairperson.

Purpose of the Distribution / Grant: _____

Amount Requested: \$ _____ Period the Funds are needed: ____/____/____ to ____/____/____

Person / Group Making the Distribution / Grant Request: _____

Contact Number: _____ Email Address: _____

Have you previously requested a Distribution / Grant for this same purpose? _____ YES _____ NO

If YES, When? _____ For What Amount? \$ _____

Do you have a church budget for this item this year? ____ YES ____ NO (If YES, For What Amount? \$ _____)

Do you have other church funds that can be applied to this item? (Remaining funds from prior year or donor gifts specifically for this use) ____ YES ____ NO (If YES, For What Amount? \$ _____)

WRITTEN EXPLANATION - On a separate piece of paper, provide a written explanation of how the requested Distribution / Grant funds will be used to accomplish your stated purpose. Please provide complete details about the project/event. Items to include in the explanation might include information such as who will benefit (church members/community), who will be in attendance, any fees/charges, how the event will be advertised, how the amount of funds requested for the project/event was determined (competitive bids received), etc.

Please provide a detailed budget showing how the Distribution / Grant funds will be expended if awarded:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____ Total Distribution / Grant Amount Requested

(Please complete back of Form and Sign / Date)

IMPORTANT NOTICE - Please note the following Mount Pisgah Endowment Fund Committee's policy for returning any unused Distribution / Grant funds: In the event that all of the Distribution / Grant funds awarded for a specific purpose are not used, the unused Distribution / Grant funds must be returned to the Mount Pisgah Endowment Fund within three (3) months following completion of the Distribution / Grant project. The Committee will return these unused funds to the specific sub-account from which it was originally awarded.

ACKNOWLEDGEMENT – As the requestor of this Distribution / Grant, I / We understand that if this request is approved, I / We will provide to the Endowment Committee a complete follow-up report detailing how the funds were utilized and how the funds helped accomplish the purpose for which the funds were awarded.

Signature (of Person Making the Request)

Date of Request

Printed Name (of Person Signing Above)

ENDOWMENT COMMITTEE USE:

Discussion Items:

Decision: _____

Amount Awarded: \$ _____