

FOR OFFICE USE ONLY	
Request Number	
Account Number	
Date follow-up completed	
Date communication completed	

Hallelujah Fund - Project Funding Request

Evangelical United Church Of Christ, Highland, Illinois

Requestor's Name _____ Date _____

Address _____ Phone _____

Name of Project/Activity/Funding Request _____

Amount Requested \$ _____ To whom check should be written: _____

Relationship of Requestor to Project/Activity/Funding Request _____

Projected Starting Date _____ Projected Ending Date _____

Primary Project Contact _____ Phone _____

Key Persons/Firms Involved in Project/Activity _____

EvUCC Boards or Committees (if any) sponsoring the project/activity _____

Number of additional volunteers needed to carry out the project/activity _____

Submission Requirements:

- Project/Activity Budget including source of pricing and source of other funding, if any.
- A narrative statement that addresses the following as applicable:
 1. A description of what problem, concern, or issue will be addressed via the requested funding.
 2. A description of how the requested funding will be used to address the problem, concern, or issue described in item 1.
 3. A description of how the project/activity will serve Christ and help meet the overall mission of EvUCC.
 4. Details of any project or activity including when it will take place, who is responsible for oversight of the project or activity, and how the responsible party will ensure the requested funds are used for the intended purpose.
 5. Explanation of how the recipient will ensure a full and accurate accounting of how all project/activity funds were used, including funds from outside sources.
 6. Specialized knowledge or skill sets needed to complete the project/activity
 7. A timeline for the project or activity including start date, expected timing for significant intermediate steps for a project or activity expected to last more than 30 days, and completion date.

Approval Timeline: Every effort will be made to have requests submitted by the first of the month presented at the Consistory meeting in the following month.

Signature of Requestor

Date

Evangelical United Church of Christ is a Christian community called to share God's love with all people through the good news of Jesus Christ.

Hallelujah Fund

Request Process and Procedures

1. The Project Funding Request Form is completed and submitted to EvUCC via the church office.
2. The Project Funding Request Form is provided to the Investment Ministry Team (IMT) for review.
3. IMT reviews request, follows up with Requestor if additional information or clarification is needed.
4. IMT makes recommendation to the Consistory for final decision. The IMT may recommend approval as submitted, disapproval as submitted, approval with modifications, or conditional approval with stipulations set by the IMT. For example, a request is submitted for funding in the amount of \$3,000 for a project estimated to cost \$10,000. The IMT may recommend funding the request, recommend not funding the request, recommend funding at a reduced level, or recommend all or part of the \$3,000 request subject to proof the funding of remaining project costs is assured. Any conditions or stipulations for funding are at the discretion of EvUCC.
5. IMT will make every effort to have requests submitted by the first of the month presented at the Consistory meeting in the following month.
6. The Consistory shall review the recommendation of the IMT. Approval or disapproval of the IMT recommendation shall be noted in the Consistory minutes.
7. If the Consistory approves the expenditure of funds from the Unrestricted Endowment Funds Earnings Fund, EvUCC's Treasurer shall distribute said funds subject to any conditions or stipulations imposed by EvUCC.
8. Requestors who receive funding either directly from EvUCC or via a HACF pass-through payment shall spend any funds provided only for the purpose stated in their request. Any funds unused by the projected completion date of the project or activity shall be returned to EvUCC unless EvUCC grants an extension.
9. Requestors receiving funding either directly from EvUCC or via a HACF pass-through account shall provide the Investment Ministry Team with a written report of the project or activity within twelve (12) months of the funding award or by the scheduled completion date, whichever is sooner. The written report shall include an accounting, including receipts, of the expenditure of all project/activity funds. Providing photographs and/or video memorializing the project or activity is strongly encouraged.
10. The Investment Ministry Team shall monitor funded projects and activities, review reports submitted by requestors receiving funding, and submit reports, at least annually, to the Consistory detailing requests received, requests granted, and status of approved requests.