

Suntree United Methodist Church
Permanent Endowment and Planned Giving Ministry Committee
Guidelines and Form for Submission of Requests for Undesignated Funds

1. A two-page maximum explanation describing the request
 - a. Amount requested
 - b. Purpose
 - c. Other information
 - d. Explanation of how the requested funds are not part of the ministry's budget
 - e. Must be submitted with the signed approval of the ministry leader or, if proposing a new ministry, of a pastor
 - f. Forward the proposal to the PEPGM Committee chair at least 1 week in advance of a scheduled quarterly meeting to give the Committee members time to consider the request and to have a record.
2. Time-sensitive requests may be considered at a called meeting of the PEPGM Committee as long as they are in accordance with Item 1 above.
3. The PEPGM Committee may request that the proposer attend the PEPGM Committee meeting to provide clarification of the proposal.
4. Supplementary documents may be appended to the one-page proposal.
5. A decision on the proposal will be made at the quarterly or called meeting unless additional information is needed by the Committee to take action.
6. The PEPGM Committee is not obligated to fund previously approved proposals continuously. Each ministry area must submit a new proposal for continued funding under the guidelines of the policy as its needs arise.

The PEPGMC chair will notify the ministry leader and proposer of the committee's decision within 2 days of the meeting and will notify the Finance Office in writing to transfer funds from the "Freed from Endowment for Grants" account to an appropriate account of the ministry; a copy of the proposal will be attached, and the proposer and ministry leader will be copied.

Adopted at a scheduled meeting of the PEC, 19 January 2012
Revised by vote of the PEPGM Committee, 15 August 2013

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Date:

Ministry Area:

Submitted by [name]:

Title of Request:

Amount Requested: \$

Description of the Need:

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Is this request time critical? If so, why?

Explain how the requested funds are not part of the ministry's budget:

Are there alternative sources of support if the request can be only partly funded?

Are you willing or might others be willing to submit a written or video testimonial at a future date on how the funds were used and their impact on this area of ministry or mission?

Signature: _____

Ministry Area leader
or Pastor (if submitter is not an area leader or if new area of ministry)

Save, print, and sign. You may scan and email this request to Richard Turner, Chair, PEPGMC at **richard.i.turner2017@gmail.com**; or you may put the printed request in the Endowment mailbox in the church workroom and email an alert to Richard. Remember to include any supporting material (optional).