

**EDWIN F. TROUTMAN AND FAMILY FOUNDATION**  
**Boone, North Carolina**

**Guidelines for Request for Funding**

The Edwin F. Troutman and Family Foundation was established for the purpose of furthering the mission work of Grace Evangelical Lutheran Church. Boone, NC. To ensure that the Foundation's funds are utilized to fulfill this purpose, the Board of Directors hereby establishes the following guidelines to assist in disbursing the annual proceeds to the Foundation, recognizing that any conflict between these guidelines and the By-laws of the Foundation will be resolved according to the By-Laws:

- I. At the Spring and Fall meetings of the Board of Directors, requests may be received and reviewed for funding. However, motions to disburse may be made at any meeting of the Board of Directors for use of Foundation Funds.
- II. No endowment funds shall be extended beyond a period of one year. Any request for funding of programs that would extend beyond one year must be resubmitted each year for further considerations.
- III. In reviewing the request for funds, it shall be determined that the request fits the mission statement of Grace Lutheran Church and is not in conflict with the current strategic plan.
- IV. Foundation funds may be distributed for outreach in the community, the North Carolina Synod of the ELCA, and the missions of the ELCA on this continent and worldwide, including but not limited to:
  - A. Social service ministries
  - B. Institutions and agencies to which the congregation relates
  - C. Special programs designed for individuals or groups who are in spiritual and/or economic need
  - D. Support to new congregations
  - E. Church leadership development
  - F. Global missions
  - G. Educational ministries and programs
- V. The Board of Directors shall be diligent about the needs for which no appeal is made.
- VI. No portion of the Foundation Funds shall be used for the annual operating budget of Grace Lutheran Church
- VII. The Board of Directors of the Foundation may reject funding to individuals, institutions, or projects that meet the general intent and purpose of the Foundation, but does not meet the current plans for use of the funds. A specific formula of percentages of the fund for specific programs may be developed on an annual basis.
- VIII. A standard application form shall be required to assist in uniformity of information needed and desired by the Foundation. Each application will be required to be sponsored by a member, ministry team, or other congregation group of Grace Lutheran Church. The application will request that the sponsor explain how the funding of the request will further the mission work of Grace Lutheran Church.
- IX. Recipients of Foundation funds will be required to submit a report to the Foundation within 12 months of the receipt of the funds. This report shall include a review of how the Foundations funds were spent and what outcomes were realized that helped to further the mission of Grace Lutheran Church. Recipients of Foundation funds shall acknowledge that the Foundation may, at its discretion and being mindful of confidentiality issues, make public the information in the report.