



TVUUC ENDOWMENT FUND COMMITTEE



Endowment Fund Proposal Template

Deadline: **October 31, 2026**

*Please read the **Request for Proposals** before preparing your submission.*

COVER SHEET

Please confine responses to items 1-6 on a single 8.5x11 page.

- 1. Project or Program Name**
- 2. Date Submitted**
- 3. Summary Description of Project / Program** (50 words or less)
- 4. Total Estimated Cost**
- 5. Name of Proposal Submitter** (TVUUC member, staff member, or church committee)
- 6. Project Coordinator** (Name, Phone Contact, Email)

PROPOSAL DETAILS

Use as many pages as you feel are necessary to respond to the following items, but please be as concise as possible.

- 1. Describe the project/program in detail.** Include an explanation of how the project will provide lasting impact and value to the Congregation. If appropriate, attach designs, drawings, photos, and other supporting materials that you feel will help the EFC understand your project or program.
- 2. Please list teams, committees, and staff who may be affected by, utilize, or have a say in the proposed project/program.** Which of these have you consulted, and what was their response?

3. Annual Operating Budget. As noted in the Request for Proposals, the EFC much prefers to fund projects and programs that are outside the scope of the annual operating budget of the church.

- Did you ask the Board to include your project or program in the current operating budget?
- If so, what was the response to your request?

4. Line-Item Budget. Please provide a detailed breakdown of your project's estimated costs. For purchase of materials and services, submit at least one estimate or bid for each item to be purchased.

5. Implementation. How do you propose to complete this project?

6. Volunteers. How might you utilize volunteers (TVUUC members and friends) to reduce costs and increase involvement and buy-in for the project?

7. Guidelines for Funded Projects. By submitting this proposal, I acknowledge that I have read and understand the "Guidelines for Funded Projects" included in the Request for Proposals. [*Project Coordinator should sign this statement.*]

PROPOSAL FORMAT

- Use this submission form as a guide.
- Insert responses after each question or cut and paste the questions into a new document.
- Please address every question.

DEADLINE

- Proposals received after that date will not be considered, so applicants are encouraged to submit early to avoid last-minute issues.

EMAIL YOUR PROPOSAL

Please email your proposal and attachments to: endowment@tvuuc.org

Questions - Contact TVUUC or any member of the Endowment Committee