



TVUUC ENDOWMENT FUND COMMITTEE



Request for Proposals

The TVUUC Endowment Fund Committee (EFC) is requesting proposals for projects and programs that may qualify for funding from the Endowment Fund distributions.

Please use the **Endowment Fund Proposal Template** to guide the preparation and submission of your proposal.

Funding availability for upcoming projects will be determined by Endowment Fund performance and other considerations. Please note:

- The EFC may dedicate all or most of the available funds to a single large project or distribute funding among several smaller projects.
- It is unlikely that all qualified proposals can be funded.
- Depending on market conditions and the need to support long-term growth of Endowment Fund investments, the EFC may decide not to distribute the full amount available.

Expected Timelines

- **Deadline for Proposals:** October 31
- **Final EFC Decision:** January of the following year
- **Board Approval Required:** February

Funding Guidelines

- The EFC will fund only non-routine needs, projects, and programs that fall outside the scope of the TVUUC operating budget. This may include unforeseen or emergency needs that could not reasonably have been anticipated during the budget process.
- The EFC will consider only projects or programs that demonstrate lasting value and long-term benefits to the congregation.
- For capital projects and proposals involving the purchase of physical assets, such as furniture or equipment, applicants should address the

long-term impact anticipated as well as any ongoing maintenance or operating costs.

- For special program activities, applicants should demonstrate lasting value by describing how the program's benefits, materials, or outcomes will continue to serve the congregation through recordings, archives, educational resources, or other means.

Guidelines For Funded Projects

1. Each funded project or program must have a designated Project Coordinator.
2. Funds will be made available once the project or program is ready to begin incurring expenses.
3. The Project Coordinator is responsible for retaining and submitting receipts in a timely manner.
4. The Project Coordinator is encouraged to acknowledge the Endowment Fund's support in any publicity or promotional materials related to the project or program.
5. Any Endowment Fund monies remaining after project completion must be returned to the Endowment Fund.
6. Funding approved for a specific purpose may not be used for any other purpose without prior approval from the EFC and the Board.
7. Unless extenuating circumstances exist, project implementation should be underway before the end of the calendar year in which the project was approved.

Contact the EFC

Questions should be addressed to the Endowment Committee at endowment@tvuuc.org.