

BETHEL LUTHERAN CHURCH

5232 Irvine Avenue NW

Bemidji, Minnesota 56601

(218) 444-4746

BETHEL FOUNDATION

PAULSON FUND

**GRANT APPLICATION POLICIES, INFORMATION & REQUIRED
FORMS**

FOR

Bethel Church IN-House Programs and Activities

BETHEL LUTHERAN CHURCH
Paulson Foundation Policies
Distribution of Foundation Funds

I. SCOPE OF POLICY:

Policy No. Dist. 23
9/10/2008

When newly elected Paulson Foundation Board Members begin their term of office they are usually not familiar with the procedures, objectives, limitations, and financial decisions necessary to carry out the intent of the Paulson Foundation. The overriding question that must be considered is; what is the meaning of “exclusively for church purposes”, as stated in the original documents? These policies may be changed (in writing) by the Paulson Fund Directors when necessary or desired. However, so there is consistency from year to year, any updating or procedural changes should be set in writing as a Policy item. Any change to a policy should be approved at two separate meetings with the Board notified of the meeting place, time and what changes are proposed.

II. DESIGNATED RECIPIENTS OF THE PAULSON FUND GIFTS:

1. The Paulson Foundation Board of Directors, shall determine the recipients for funding. The Original Letter of Intent by the Paulson Family stated: “Earnings shall be used exclusively for church purposes”. The Board of Directors for the Foundation must determine if the application satisfies the , “exclusively for church purposes”, question.
2. Questions to ask when considering funding for **Bethel in-house** programs are:
 - A. Is it for a Bethel church group or organization?
 - B. Is the request something that should be financed by the church as a regular budgetary item from the Operating or Capital Funds?
 - C. Does the gift benefit one or several individuals?
 - D. What are the expectations, what results can be expected?
3. Questions to consider when awarding a gift to a **non-Bethel** church group or organization.
 - A. Was sufficient information provided to make a reasonable award decision?
 - B. Is the request within the described meaning of “church purposes”?
 - C. Who would benefit from the Grant?
 - D. How many people are impacted by the proposed project?
 - E. Is the funding critical to the success of the project?
 - F. Is partial funding appropriate?
 - G. Has the organization been funded previously. If so, how many times?
 - H. Did the applicant submit the necessary information as requested.
 - I. Does the Applicants request include any non-appropriate budgetary items such as salaries, equipment, travel, non-essential supplies or any other line budget expenditures for the organization?

III. FUNDING SUBMITTED GRANTS:

- 1. Application Timelines:** To be considered by the Foundation Board, completed Grant applications must be received by January 1, or July 1, each year. Applications received after the due dates may not be considered.
- 2. Maximum Grant:** A Grant amount will be determined by the Foundation Board. The maximum Grant award to a **NON Bethel** recipient cannot exceed \$2,500.
- 3. Dollar Designation:** Of the total amount of grant money available for gifts each year, Bethel In-House programs will be the first priority for funding and in accordance with Article II-2-A -D.
- 4. Number of Years:** There is no limit to the number of consecutive years a Grantee may receive funds. This decision will be made by the Foundation Board of Directors.
- 5. Required Documents:** Proposed Grantees should, along with other documents, include a complete financial report. This report should include a detailed listing of all sources of income for the past fiscal year and a detailed expenditure list for the same year. Also required is the beginning and ending bank account balance based on the above income and expenditures. Failure to submit these items will result in rejecting the Grant request. A list of all money donors should be included along with other Foundation requirements for the applicant to complete.
- 6. Items Not Funded by the Paulson Foundation:** The Foundation will not consider **NON BETHEL** applications for funding that include salaries, equipment or line-item supplies that are not essential or related to the primary request.

IV. BETHEL IN HOUSE FOUNDATION RESERVE ACCOUNT:

- 1. Foundation Reserve Account:** Funds accumulated in a Foundation Reserve account shall be set aside for special and exceptional needs for and within Bethel Church. Only the Foundation Board can determine if the request submitted is special or exceptional. Items that are normally funded through regular Foundation grants or are eligible for partial or full funding from the operating budget of the Church shall not be considered. Funds in this account may be awarded by the Foundation Board at any time during the year and by prior notice to the members of the Board that such a vote will take place.
- 2. Foundation Reserve Account Funds:** Money balance in the Bethel Foundation Reserve account shall not exceed \$10,000. Once a \$10,000. Balance has accrued, additional funds shall not be added to the reserve account. If only a portion of the money in the Reserve account is expended the balance may again be increased up to \$10,000.

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Bethel Lutheran Church Paulson Fund Foundation
Instructional Information for Foundation Grants

For Bethel Church in-house Programs & Activities

I. Guidelines for distribution of available funds:

According to the Foundation's By-Laws and Operational Policies, the following guidelines are to be used for In-House Bethel Lutheran Church & Programs, to apply for Grant gifts. Those seeking such gifts should be made aware of certain limitations and policies that may affect receiving funds from the Foundation.

1. The amount of money available for distribution each year is limited and organizations and programs not related to Bethel in-house programs and activities may not be funded. If an excess exists after item no. 2 is satisfied the money may be distributed to others.
2. Bethel Lutheran Church in-house programs and activities will receive the first priority for funding.
3. The Paulson Foundation will not accept applications that contain requests for payment of salaries, or equipment and supplies that should normally be budgeted and expended from the General or Capital Funds of the church.
4. In no instance will Grant awards exceed \$2500.

II. Questions to consider when completing an application for funding:

1. Does my application request include any of the items listed under I-3 above?
2. Is my request for a Bethel in-house program or activity?
3. Is the request something that should be financed by the church as a regular budgetary item from the General or Capital Fund?
4. Does the gift benefit one or several individuals?
5. What are the expectations? What results can be expected?

III. Required documents:

Documents that must be completed and submitted to be eligible for funding. Funding may be rejected if the documents are not completed with all the information required on the application form.

1. If this is a new program or activity the proposed budget should be completed. This would include the proposed revenue and expenditures expected from the program or activity. If the total revenue

will be from the Foundation, this should be noted. The expenditures should be detailed and not include any of the items in Item I-3 of these instructions.

2. A separate list of all donations to the program or activity should be listed. The name of the donating organization, and the amount should be included.
3. All other requested information listed on the application form should be completed or marked "not applicable" (NA).
4. The application must be signed along with the phone number of the person responsible for the program or activity.
5. One year from the date of the Foundation funding, the person (s) requesting the funds will be responsible for submitting a letter with the required information listed. It will include how the Grant funds were used as well as other pertinent information. Failure to submit this information will result in not accepting any future requests.

BETHEL PAULSON FOUNDATION

BASIC Grant Application Form

Grant Application Due Date is Either January 1, or July 1

Applicant's Name: please print _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: please print _____ Telephone: _____

Is your organization a 501c (3) tax exempt organization? Yes No If you are tax exempt please attach your Certification Letter. If you are not tax exempt your Grant, if over \$600., or more, will be reported to the IRS on a (1099) form and the funds will be taxable.

Grant Amount Requested: (figures & written)
Written: _____ \$ _____

Total Program or Activity Cost: (including the amount requested) \$ _____
List what the Grant funds will be used for? (Do not list here, give detailed breakdown on Schedule A)

Other revenue sources for the proposed Program or Activity: (Do not list here, see Schedule A)

Provide a brief description of the intended purpose of the Grant funds, including how it will benefit the Program or Activity described. The intended purpose should support the missions of Christ's church ministry: _____

Projected time-span during which the Grant, if awarded, will be used to fulfill the above described intended purpose: _____

As a condition of the Grant, you are required to file the necessary reports with the Bethel Lutheran Church Foundation detailing the actions taken and Grant expenditures. By signing this application you are agreeing to abide by these requirements SIGNED: _____

BETHEL PAULSON FUND

FINANCIAL REPORT (For Grant year) Must Be Completed

SCHEDULE: A

A. Beginning Bank Balance:\$ _____

Revenue: Detailed revenue from all sources - Including the amount requested from Bethel Foundation:

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____
- 6. Bethel Foundation _____ \$ _____

B. Total Revenue Anticipated:\$ _____

If more space is needed use a separate piece of paper

Expenditures: List all expenditures by category such as salaries, supplies, equipment, etc as well as a list of expenditures on how the Grant funds will be used.

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____
- 6. _____ \$ _____

C. Total Expenditures Anticipated:\$ _____

D. ENDING ANTICIPATED BANK BALANCE (Item A plus B minus C equals D) . . \$ _____

Grant requests that do not include the above information, in detail, will not be considered For funding.

END OF GRANT YEAR REPORT

BETHEL PAULSON FUND

FINANCIAL REPORT (For Grant year) Must Be Completed At End Of Grant year

SCHEDULE: B

A. Beginning Bank Balance:\$ _____

Revenue: Detailed revenue from all sources - Including the amount requested from Bethel Foundation:

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____
- 6. Bethel Foundation Money _____ \$ _____

B. Total Revenue Anticipated:\$ _____

If more space is needed use a separate piece of paper

Expenditures: List all expenditures by category such as salaries, supplies, equipment, etc as well as a list of expenditures on how the Grant funds will be used.

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____
- 6. _____ \$ _____

C. Total Expenditures Anticipated:\$ _____

D. ENDING ANTICIPATED BANK BALANCE (Item A plus B minus C equals D) . . \$ _____

Grant requests that do not include the above information, in detail, will not be considered For funding.