

**ST. JAMES ENDOWMENT FUND  
APPLICATION FOR AWARD  
2023**

1. The award is for what type of project:
  - ( ) outreach ministry
  - ( ) new ministry
  - ( ) special one-time project related to a ministry
  - ( ) capital improvements
  - ( ) major maintenance projects
  
2. Include a concise description of the project or ministry for which funds are requested. Include pictures, drawings, and/or specifications related to the request.
  
3. Describe the goals and objectives of the project, program, or ministry.
  
4. What is the approximate number of people the project will impact directly? Indirectly?
  
5. Please provide a budget for the project; it may be in narrative or tabular form. Include the total amount you are seeking from the Endowment, the total amount needed for the project, and the sources for the remainder of the funds.
  
6. What is the implementation plan for the ministry, project, or program? What is the anticipated completion date?
  
7. What St. James committee or ministry has approved this project? Who is the Ministry Contact?
  
8. Does the project require Vestry approval?
  
9. Please send the Endowment Board a follow-up report upon completion of the project.

Please secure the signature of the Rector or the Senior Warden to confirm that the project or ministry meets the eligibility requirements for the Endowment Fund award.

Parish Rector/Warden: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Email \_\_\_\_\_ Date: \_\_\_\_\_

Phone \_\_\_\_\_

**All applications must be submitted as a single PDF file.**

**Please submit the application to:**

Gene Carr, Chair of the Endowment Board, [gcarr@morrisbb.net](mailto:gcarr@morrisbb.net) or  
Matt Henry, Parish Treasurer, [mattghen@aol.com](mailto:mattghen@aol.com)

**DEADLINE: July 15, 2023**