

Pacific Union Conference of Seventh-day Adventists
EVANGELISM ENDOWMENT FUND

GUIDELINES GOVERNING THE DISTRIBUTION OF FUNDS

OBJECTIVES

Since the purpose for this fund is to expand the evangelistic outreach of the Church, projects should meet the following objectives:

1. Should be highly creative and/or innovative types of evangelism
2. Should have a high possibility of meeting the stated objective
3. Should be something where results can be measured and have a good investment to return ratio
4. Should be a concept that can be replicated by other people in other places

PROCEDURE FOR SUBMITTING A PROPOSAL

Conference entities within the Pacific Union Conference territory, such as churches, schools and other groups, are eligible to request funding for an evangelistic project.

1. Requests are to be submitted on the **Evangelism Endowment Fund Project Request Form, or a close semblance thereof**. This form requires specific and detailed information, including **local conference officer signatures**. Forms are available from the office of the Union President, the local conference ministerial directors, or the Union Web site (www.puconline.org – go to Vice President's page under the Administration tab on the home page).
2. A copy of each Request will be sent to the Union President's office via the appropriate local conference or institutional officer.
3. The Evangelism Endowment Committee will meet to review new Project Requests at least four times a year, usually prior to each Union Executive Committee meeting, and one or two other times as needed. Projects requesting amounts up to \$10,000 may receive final funding approval from the committee; those for amounts in excess of \$10,000 will be recommended on to the Union Executive Committee for final funding approval. Allocations of funding may be for only certain portions of a project.

The review procedure will be as follows:

- A. Screen the expenditures for non-fundable items. **Examples of items not funded are: equipment, salaries, entertainment, church plants, real estate (buildings, land), health fairs, etc.**
- B. Review the budget for reality of estimated expenses (some budgets will need to be fleshed out).
- C. Determine if there is adequate local church support with funds, church approval, and personal involvement of church members.

- D. Ascertain if the project is feasible if a smaller amount is granted and what modifications would need to be made to the project.
 - E. Eliminate projects that fail the screening and prioritize the others if the total is in excess of funds available.
 - F. Contact requesting persons for further information, if necessary.
4. Allocations will have a project beginning lifetime of 12 months. The 12-month period begins at the approval date. If the project is not started and the first draw taken within the 12 month lifetime, it will be canceled. A project started within the 12 month lifetime will be granted an additional six months for reimbursement of expenditures. After 18 months from beginning of funding, all remaining funds will be canceled. An updated Project Request may be submitted for a rollover of unused funds or with a request for new funding.
 5. No block grants for discretionary evangelism use will be made.
 6. Projects will be evaluated using the following criteria on a scale of 100 points:
 - A. Achievability (20 points)
 - B. Creative / Innovative – breaks new ground (20 points)
 - C. Member Involvement (20 points)
 - D. Sustainability / Modeling / Transferability (20 points)
 - E. Funding participation by others (10 points)
 - F. Measurability (10 points)

PROCEDURE FOR REQUESTING REIMBURSEMENT

1. Funding for projects will be available immediately after approval, by written, e-mailed, or faxed request to the office of the Union Undertreasurer:

Written: Pacific Union Conference
 ATTN: Frank Cornwell, Undertreasurer
 P O Box 5005
 Westlake Village, CA 91359

Faxed: (805) 413-7241 Attn: Frank Cornwell

E-mail: frank@puconline.org

2. Projects receiving allocations in excess of \$2,500 and no more than \$20,000 may request an advance of 25% of the total allocation at the start of the program.
3. Projects receiving allocations in excess of \$20,000 and not more than \$50,000 may request an advance of 20% of the total allocation at the start of the program.
4. Projects in excess of \$50,000 receive an advance determined on a case-by-case basis.
5. A second and third allocation of funds will be given upon receipt of documentation supporting the

expenditures covering the previous allocation(s). Send copies of paid bills, receipts, financial statements, and/or copies of paid checks showing the costs and descriptions of the goods or services expended on the approved portions of the project to date.

6. The final 25% of the allocation will be released when the Union Undertreasurer receives supporting documentation of all expenditures (including the final 25% being requested) along with a report of the measurable results of the project to date.

PROJECT EVALUATION

The Union Vice President will follow up on projects to find out what worked and what did not work. He will also make reports available on our Union website for some of the particularly innovative and successful projects.

Revised 1/29/09