

Westwood Lutheran Church
Holiday Fair
Grant Distribution Guidelines

A Gift Shared is a Gift Multiplied

HOLIDAY FAIR is a charitable, non-profit, intergenerational event sponsored by Westwood Lutheran Church, St. Louis Park, MN. *The time and talents of members and friends are utilized in the raising of funds to support Westwood's mission goals of outreach within the community as well as world-wide.* Holiday Fair will give granting priority to those non-profit organizations in which Westwood members/friends are significantly involved as volunteers or supporters.

The Holiday Fair Ministry makes grants primarily for organizations that serve:

- Hunger, housing and health needs of the disadvantaged
- Youth - especially those at risk
- Those that face mental or physical challenges
- Other caring missions

Our guidelines will generally not allow us to fund:

- Individuals
- General operating expenses or capital projects or capital debt reductions
- Endowments
- Fraternal organizations or social clubs
- Units of government or quasi-governmental agencies
- Labor organizations, political campaigns nor those designed primarily for lobbying
- For-profit organizations or travel programs
- Fundraising dinners, testimonials, conferences or similar events /
- Sole support of operating or advertising expenses
- Athletic teams or events
- Multi-year requests (grants must be reviewed/made annually)

Decisions about distribution of funds shall be made by a simple majority vote of Westwood members present at the Holiday Fair Grant Distribution meeting. Approximately 80% of total available funds shall be granted outside of Westwood Lutheran Church.

The majority of grants awarded in the past have rarely exceeded \$2,000.

Organizations may submit only one application per year.



GRANT APPLICATION PROCESS

All grant requests must be made on the designated Grant Application Form available in the church office or church website and received by the designated deadline as shown on the Grant Application Form.

Grant reviews begin after November 15. Status letters and if awarded, grant checks, are mailed by the end of December.

When a grant is awarded, grant recipients are asked to submit a brief report describing how the money was used and the impact it had on your organization. These reports may be used the following year in Holiday Fair publicity describing the previous year's grants. Reports not received may impact future requests from your organization.

The Grant Application Form is to be submitted to:

Holiday Fair Grant Chair
Westwood Lutheran Church,
9001 Cedar Lake Rd,
St Louis Park, MN 55426.

All grant applications must be received by the annually designated date on the Grant Application Form, to be considered for funds distributed in December.