

## Request for Proposal

The St. Peter's Fund for Special Ministry invites interested persons to submit funding proposals for the 2018 fiscal year that begins July 1, 2018.

The St Peter's Fund for Special Ministry is an independently managed fund, established to enable extended ministries by St. Peter's people. It supports significant ministry extensions that the congregation could not support through regular benevolence.

Candidates for support include these broad categories of ministry:

Proclamation -- support of specific missions or missionaries intended to spread the Gospel of Jesus Christ, commissioning of printed or other resources to proclaim the Gospel, etc.

Worship -- support of special worship events, worship space improvements (at St. Peter's or other congregations), commissioning of worship materials, etc.

Educational Ministry -- support of schools, of educational events, of the education of church workers or congregational members, etc.

Service -- efforts to heal the brokenness of body and soul through care of the homeless, the elderly, victims of violence or oppression, etc.

Note that the examples within the categories above are illustrative, not restrictive.

For the fiscal year beginning July 1, 2017, the Fund awarded a total value of \$26,700. The actual amount awarded for the fiscal year beginning July 1, 2018 is not guaranteed and is at the sole discretion of the Fund.

Interested persons should apply by email or telephone for an email or paper copy of the proposal request and proposal instructions. Initial inquiries will be received via email to [stpeters.splc@gmail.com](mailto:stpeters.splc@gmail.com) or via telephone to 631 423 1013. Questions must be transmitted via e-mail and the answers will be communicated to all other requestors that provide an e-mail contact address.

Proposals must be received either in paper form or emailed PDF documents by 4:00 pm on April 24, 2018. Proposals on paper should be mailed to St. Peter's Fund for Special Ministry, St. Peter's Lutheran Church, 11 Ogden Court, Huntington Station, NY 11746. It is the proposer's responsibility to ensure and confirm delivery by the deadline. Facsimile submissions are not acceptable. Proposals may not exceed a total page count of 12 page sides of 8 1/2 x 11 paper, including any supporting information. Any pages over this limit will be discarded and not evaluated.

# St. Peter's Fund for Special Ministry

## Proposal Instructions

Proposers should address the points in this outline. The outline need not be followed precisely if another document structure will communicate more easily, but all the requested information must be present in readily discernable form in each proposal. Remember that if evaluators have difficulty assessing your responses to the points below then the appropriateness of your proposal may not be properly assessed.

Important sections of the proposal include:

1. Who is proposing: describe the person or organization making the proposal, their proper mailing address, telephone, and e-mail address.
2. Funding Request: Define the total amount of funding sought and over what period. Requests may cover periods up to three years in duration.
3. Proposed category for funding: choose which of the four categories in the Fund for Special Ministry that this proposal is addressing.
4. Make a brief statement of the proposal's intent including one or more measurable goal(s) to be achieved with the request. This statement should be less than 75 words.
5. Describe why you believe your goal(s) should be achieved. What will be the benefit to the proposing organization or to the community?
6. Describe measurable milestones that will permit you to monitor and evaluate your progress toward your stated goal(s).
7. Describe your plan for achieving your milestones and include a project budget. Identify any significant risk factors that might thwart your achieving your goal.
8. Provide a brief recent history of the requestor person or organization. This should include information that will help the evaluators assess your experience and competence to manage the proposed project.
9. Name the responsible manager and organization for execution of the project. Provide evidence that the manager or organization is qualified to receive charitable donations. The proposer must affirm that, to the best of their knowledge and belief, the receiving person or organization has not received funds from St. Peter's Evangelical Lutheran congregation for the same or similar purpose during the past three years. (This restriction does not apply to funds previously received from the St. Peter's Fund for Special Ministry.)

Each awarded proposer will be required to provide a written project report to the Fund for Special Ministry Board each year during which funding is received, due in early April. This report must include a description of your progress toward your goal(s) and a financial report that includes the fund flows provided by the Fund. Each proposal must explicitly acknowledge this requirement and affirm that it will be accepted as part of the obligation of the awardee.