

CHRIST the KING FOUNDATION
GRANT REQUEST SUBMISSION PROCESS

Historically grant requests have been submitted to the Christ the King Foundation over the course of an entire year, and at each of the CTK Foundation Board of Trustees bimonthly meetings the grant requests were reviewed and funding decisions made. The Foundation Board of Trustees became increasingly frustrated by this submission process as it frequently led to situations where, in hindsight, decisions were made to fund lesser deserving grant requests as a result of what might be called a “real time” decision making process. After lengthy discussions, the CTK Foundation Board of Trustees reached a decision to revise the grant request submission and evaluation process to more closely model processes used by larger foundations. The revised submission and evaluation process, which incorporates two grant collection and funding decision dates each calendar year, has been approved by the CTK Congregation Council and will be implemented January 1, 2010. It is anticipated that this revised submission and evaluation process will lead to improved funding decisions. The revised process is described below.

New Grant Request Submission Process

1. *All grant requests must be submitted electronically.*
2. *Grant funding decisions will be made by the CTK Foundation Board following grant submission deadlines of April 1 and October 1.*
3. *The Foundation Board will review grant requests as they are received for completeness. Grant requestors may be asked to make a presentation to the Foundation Board to help clarify the Board’s understanding of the grant request. Funding decisions on grant requests will be deferred until after the grant submission deadlines of April 1 or October 1. In the event that a grant request is made under extenuating circumstances, the CTK Foundation Board may decide to hold a special meeting for grant consideration. Upon the consensus of a majority of the Board, they may make a funding decision on the extenuating grant request at any time during the year.*
4. *Following the grant submission deadlines of April 1 and October 1, the Foundation Board will submit a list of vetted grant requests to the Congregation Council for their review and input.*
 - a. *The Foundation Board President will electronically forward the vetted grant request list along with copies of the corresponding grant requests to the Congregation Council President by May 15 and/or November 15.*
 - b. *The Congregation Council will review the vetted grant requests at their May and November meetings (typically held on the third Monday of the month) and provide input to assist the CTK Foundation Board in making funding decisions.*
 - c. *The Congregation Council President will communicate the Council’s inputs to the President of the Foundation Board by May 30 or November 30.*
5. *The CTK Foundation Board of Trustees will make funding decisions for the vetted request list subsequent to receiving the Church Council’s input on the same.*

- a. *The Foundation Board will award grants for approximately 50% of the annual award funds (determined by the Foundation asset holdings on Dec. 31 of the prior fiscal year) following each grant submission deadline. However, the Foundation Board will have the discretion of awarding up to approximately 65% of the annual award funds following the April 1 grant submission deadline, if a larger number of quality grant requests are received or if one or more of the grant requests are substantially larger dollar amounts.*
 - b. *At the discretion of the Foundation Board, requestors of non-funded grant requests submitted during the first award period of the fiscal year may be encouraged to resubmit their requests for reconsideration during the second award period.*
6. *Grant requestors will be notified of the Board's funding decisions following the funding decisions by the President of the Foundation Board or the President's designee.*

If you have any questions about the new grant submission and evaluation process please contact Bruce Langager, President of the CTK Foundation Board of Trustees.