

COVENANT PRESBYTERIAN CHURCH FOUNDATION (“CPCF”)

GUIDELINES (APPROVED BY THE SESSION ON JUNE 27, 2018)

- I. The CPCF may seek out appropriate beneficiaries and may also consider potential beneficiaries that approach CPCF.
- II. The CPCF will provide more substantial gifts, but fewer in number (one, two, three, etc.) than it historically made prior to 2018.
- III. The CPCF may provide beneficiaries with two, three, four or even five-year time cycle gift commitments which are subject to and accountable through annual reporting requirements, oversight and feedback from CPCF.
- IV. Selection of the beneficiary(ies) will be made through an integrated congregational approach.
- V. The CPCF Commissioners will coordinate the process and make a final recommendation to the Session which will include an annual plan for the proposed distribution of funds.
- VI. The Session will determine the distribution of the funds.
- VII. Unless specified by a Donor or otherwise determined by the Session, funds will not be distributed in support of Covenant’s annual operating budget.
- VIII. The CPCF will not provide support for lobbying activities, individuals or for-profit organizations.
- IX. Beneficiaries must be a qualified tax-exempt organization under IRC § 501(c)(3).
- X. Funds not utilized toward completion of the project or program must be returned to the CPCF by the deadline specified in the grant (if applicable).

- XI. The CPCF may establish a disbursement schedule for funds awarded.
- XII. The CPCF may withhold or cease funding for a specific project or program if requested documentation or reports are not provided.
- XIII. The CPCF may also withhold or cease funding for a specific project or program, if the Session, at its sole discretion, decides additional giving is not in the best interests of Covenant Presbyterian Church and the Foundation.
- XIV. Beneficiaries are required to sign an application which requires adherence to the CPCF guidelines as well as the specific reporting requirements imposed by the CPCF for the awarded project.
- XV. A final evaluation report is required at the end of the project.
- XVI. The CPCF may require that the beneficiary provide regular reports documenting progress towards goals, financial updates, and other requested information.
- XVII. The CPCF may require references for requests not affiliated with Covenant Presbyterian Church and those references may be contacted by CPCF and a background check of an applicant is allowed and authorized by any applicant.
- XVIII. Giving by CPCF to a beneficiary shall not be construed as a contract.