HOLY TRINITY
LUTHERAN CHURCH

• CHECKLIST of RESPONSIBILITIES FOR APPLICANT

____ Write endowment request

____ Provide documentation/bids/detailed information to HTLC w. application

____ Submit to Holy Trinity Lutheran Church

____ Submit receipts, photos or other progress report of your project within six months

• CHECKLIST of RESPONSIBILITIES FOR ENDOWMENT COMMITTEE/MEMBER

____ Review endowment request with discussion and vote

____ Notify applicant of decision within 10 days of decision being finalized

____ Submit check request to church office

____ Report back to committee after receiving progress information 6 mo. after

Note to applicants: The HTLC Endowment Committee meets quarterly on the 2nd Wednesday of the month (January, April, July, and October). If your request is urgent or you feel it is important that committee reviews your request prior to our regularly scheduled meeting, please notify the church office. All grants recommended by the Endowment Team are subject to HTLC Council Approval. An Endowment Team Member will notify you of our decision within 10 days of the decision being finalized.

1300 East Main Street
New Prague MN 56071
Email: office@holytrinityonline.org
Phone: 952.758.3513
holytrinityonline.org