

DR. WILLIAM D. WUBBEN OUTREACH AWARD GUIDELINES

**ADVENT LUTHERAN CHURCH
8840 UNIVERSITY CITY BLVD
CHARLOTTE, NC 28213**

Advent Lutheran Church, through the generous endowment from Dr. Bill Wubben, has established the Dr. William D. Wubben Outreach Award for which any Advent Ministry Board, Ministry Group, or church member (confirmed member who has contributed and communed within the current or preceding year) is eligible to apply.

The award should be used by members to support the following:

1. Local and worldwide community projects, synod outreach projects, and social service agencies with which our congregation has a relationship. The requester must justify how the agency's need is consistent with Advent's relationship with that organization. Requests in this category may also include individuals who do not fit into other categories such as a family outside the church who has suffered a crisis. Award amounts would be a maximum of \$500 for individuals and \$1000 for projects or agencies. If the requested award amount is higher, review and approval by the Advent Church Council will be requested by the Wubben Distribution Board.
2. Mission/service trips tied to faith-based organizations for members of the Advent congregation. Award amounts would be a maximum of \$500 per individual. If the requested award amount is higher, review and approval by the Advent Church Council will be requested by the Wubben Distribution Board.
3. Event grants for programs involving an outreach or spiritual development focus and/or that potentially involve significant participation by non-members. These events could include speakers, seminars, musical or drama presentations, and so on. The purpose of the grant is to support the existence of the event, not make an event more lavish. Event grants will be a maximum of \$500. If the requested award amount is higher, review and approval by the Advent Church Council will be requested by the Wubben Distribution Board.
4. Development of outreach, special ministries or programs of the congregation that are consistent with the intent of the endowment and involve members of Advent. This category also includes special educational and spiritual programs for the congregation. Awards will typically be a maximum of \$1,000. If the requested award amount is higher, review and approval by the Advent Church Council will be requested by the Wubben Distribution Board.
5. Establishment of new ministries of the congregation that are consistent with the intent of the endowment and involve members of Advent. If the requested award amounts are over \$2,500, review and approval by the Advent Church Council will be requested by the Wubben Distribution Board. Awarding of such funds will be contingent upon any requirement or restrictions set by the Church Council.
6. Matching grants are available for funds raised through a Church ministry, board, or organization or personal funds donated to a charity. The amount of the matching grant will depend upon available funds in the Wubben Distribution Fund at the time of the request and on any amount previously given to the same entity.

The fully completed application should be submitted by email to the Wubben Distribution Board at wubbendistribution@gmail.com.

The Board will review applications as needed and will then make recommendations to the Advent church council for approvals.

The Board reserves the right to limit the number of awards given to an individual or group/organization within one calendar year. There will be no restrictions as to the number of award recipients from each household. Only those applications verified as eligible will be submitted to the Board for review. The Board Chair will respond in writing to anyone determined ineligible, giving the reason(s) for that determination.

There are no restrictions as to the number of applications which can be submitted by an individual or Ministry Board.

Disbursements may be made in one lump sum to the individual or organization or may be made in equal payments at designated times during the calendar year. The Wubben Distribution Board will make this determination based on the request and funds available at the time of approval.

DR. WILLIAM D. WUBBEN OUTREACH AWARD APPLICATION

This form must be filled out completely by all applicants for each program for which they are seeking

Submit completed form by email to wubbendistribution@gmail.com

(PART A)

Name of Advent Lutheran Church member making request:	
Email Address:	
Home Phone #:	Cell Phone #:
Parents or Guardians (If under 18 years of age):	
Email Address:	
Home Phone #:	Cell Phone #:
Dollar amount requested:	
Beneficiary of Funds/Check Recipient (organization name, individual's name, or ALC ministry/fund who will be receiving funds):	
1) Full name of Beneficiary of Funds/Check Recipient:	
2) Mailing address of Beneficiary of Funds/Check Recipient:	
3) Phone Number of Beneficiary of Funds/Check Recipient:	
4) Contact Name of Beneficiary of Funds/Check Recipient:	
If request is being made on behalf of an Advent Board, please provide name of board and board chairperson:	
Are other funds for this organization/cause anticipated from Advent: Yes or No?	
If Yes, dollar amount to be made (if known) and date expected:	

Applicant Signature: _____

Date: _____

PLEASE COMPLETE THE APPROPRIATE BOX ON THE FOLLOWING PAGE (PART B) BASED ON THE TYPE OF OUTREACH REQUEST YOU ARE MAKING. ATTACH ADDITIONAL PAGES AS NEEDED.

DR. WILLIAM D. WUBBEN POST-SECONDARY OUTREACH AWARD APPLICATION

(PART B)

OUTREACH INTO THE LOCAL & WORLDWIDE COMMUNITY & SYNOD OUTREACH PROJECTS

How is this need consistent with Advent's relationship with this organization?

Describe in detail how these funds will be used by the recipient:

MISSION / SERVICE TRIPS TIED TO A FAITH-BASED ORGANIZATION

Destination:

Dates of trip:

Organization/Group sponsoring trip:

Describe in detail what you plan to accomplish on this mission/service trip:

DEVELOPMENT OF PROGRAMS OR NEW MINISTRIES THAT ARE CONSISTENT WITH THE INTENT OF THIS ENDOWMENT

How is this request consistent with the intent of this endowment, which is to promote programs and causes that serve those in need in the local and world-wide community/outreach?

Applicant Signature: _____

Date: _____