

# New Goshenhoppen United Church of Christ

## Goschenhoppen Meadows Fund

### Proposal Writer Guidelines

The nature of your proposal will determine the specific committee assigned for review and recommendations. The guidelines listed below are designed to assist you in providing information that will allow the committee to be the best possible stewards of these funds.

The sincere desire is to disburse all monies with the understanding that the decision process is driven by the total number and nature of the proposals submitted.

- Proposals may be submitted by an individual or by a group.
- Please complete each section of the proposal application.
- An itemized list/cost estimate should be included for maintenance proposals, or for proposals requiring the purchase of specific items or materials.
- Please keep in mind that some proposals may not be funded, or may only be partially funded.
- The deadline for submission of your proposal is August 15th.
- Please direct questions to either the Senior Pastor or the Consistory President.
- Please return your proposal application to the church office.

### Proposal Review Process:

1. Proposals are due in the NGUCC office by August 15th.
2. Each proposal is screened to ensure sufficient information is included. Proposal writers are contacted as necessary.
3. The proposals are distributed to the appropriate committee for review and disposition. Proposal writers remain anonymous through committee review.
  - Ministry Proposals – Church & Ministry Committee
  - Mission Proposals – Deacons' Committee
  - Maintenance Proposals – Grounds, Park, and/or Cemetery Committees
4. Committee recommendations are submitted for Consistory approval at their October Meeting.
5. Consistory recommendations are submitted at the November Congregational meeting.
6. Disbursement of funds completed throughout the last quarter and following year.