

Ruth Ann Kloepfler Peters Memorial Fund Request for Funding

The following was approved at the SCQM Gathering in Spring 2014:

Establish the Ruth Kleopfer Peters Memorial fund to support the spiritual life and to build community in SCQM. This will include supporting children and youth activities and programs, providing resources to enrich SCQM adult programs and activities, and promoting attendance at Quarterly events.

The mechanism for using these funds is to establish a line item in the annual budget of up to \$4,000 annually (amount to be reviewed regularly). The amount not used in any given fiscal year will carry over to the following year. This fund will be administered by the SCQM Ministry & Counsel Committee.

Examples of activities for funding:

- Speakers or facilitators at retreats
- Financial support for youth events and fellowship
- Supplies for intergenerational activities (for example: paint for a mural as was done at SMMM)
- Priority will be given to new projects, activities, events that deepen the spiritual life or promote community.
- Continue subsidizing attendance at Quarterly gatherings.

Applications by individuals for project funds need to be seasoned by a Quarterly committee or Monthly Meeting before submission to SCQM M&C. Applications by groups will come through Committees of SCQM.

The committee recommends that the fund be invested with Friends Fiduciary Fund.

To request funding for a project, email a completed copy of the form below to the Clerk of SCQM Ministry & Counsel Committee (M&C) Gail Thomas (quakergail@gmail.com). M&C will contact the Meeting or committee that seasoned the request and will determine whether the request is eligible for Peters Fund support. Once M&C approves the request, they will forward it to SCQM Finance Committee for verification that the application is complete and that there is adequate funding available for the request. Once Finance Committee approves, they will let M&C know so that the applicant can be advised of approval of their request and will let the Treasurer know that funding has been approved. Documentation of expenses incurred must be provided in order to receive reimbursement from the Treasurer. Allow adequate time for the request to be reviewed by M&C and by Finance Committee. Funding for expenses that have already been incurred will only be approved in an emergency.

Instructions for Completing the Application Form

The form can be filled out in Adobe Reader. All fields above the dashed line must be completed.

Project Title: clear & concise name for the proposed project

Date of Request: date the form is being filled out

Requested by: include name, email address, and phone number

Project Description and Benefit to the Quarter: provide enough information so that M&C and Finance Committee have a clear understanding of the proposed project and can determine the project's eligibility for Peters Fund support. If necessary, attach additional documentation to the application form.

Project Cost: total cost of the project

Date Funds Required: when the funds are needed

Amount Requested: the exact amount of funding being requested from the Peters Fund

Funding from Other Sources: if the amount requested is less than the project cost, then list the amount of funding being provided by other sources. If the amount requested is the same as the project cost, enter \$0 in this field.

List Other Sources: if funding is being provided by other sources, list those sources here. If the funding from other sources is \$0, then enter N/A in this field.

Meeting or Committee that Seasoned Request: enter the Monthly Meeting, Monthly Meeting committee, or SCQM committee that seasoned and approved the request in this field.

Meeting or Committee Contact Information: enter the name, email, and phone number for the clerk of the Meeting or committee listed in the previous field.

The appropriate committee or officer should fill in the date of each action for the fields below the dashed line. Electronic copies of the completed form should be retained by M&C, Finance Committee, and the Treasurer.

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Project Title

Date of Request

Requested by

Name

Email

Phone

Project Description:

Benefit to the Quarter:

Project Cost

Date Funds Required

Amount Requested

Funding from Other Sources

List Other Sources:

Meeting or Committee that Seasoned Request

Meeting or Committee Contact Information

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Section below to be completed by M&C, Finance Committee, and Treasurer

Date

Seasoning Body Contacted by M&C

SCQM Ministry & Counsel Committee Approval

SCQM Finance Committee Approval

Funds Distributed by Treasurer

Post-Project Report Received by M&C