



## **GUIDELINES FOR USE OF THE PEMBROKE FUND**

The New Hampshire Conference Board of Trustees established the Pembroke Fund with proceeds from the sale of the Pembroke Conference Center (on Center Road). The purpose of the fund is to assist local churches, Associations, and Conference groups by providing partial funding in support of off-site retreats, conferences, or meetings.

The Pembroke Fund may be used to subsidize events for groups which will strengthen the ministry of The New Hampshire Conference, its Associations, and its member churches. Examples of programs eligible for funding would include (but not be limited to) Confirmation Retreats, Diaconate Training, Christian Education Training, Church Development, Spiritual Renewal, Youth Ministry, Clergy Continuing Education, Conflict Resolution Training, Family Ministry, Scripture Study, Theological Development, Lay Leadership Training.

### **General Guidelines:**

A letter requesting funds should be addressed to:  
The Conference Minister  
New Hampshire Conference, United Church of Christ  
140 Sheep Davis Road  
Pembroke, NH 03275-3711

The letter should include the following:

- A brief description of the event, including the worship component
- Goals of the event
- Constituency for the event
- A proposed budget (including the anticipated Pembroke Grant)
- A statement indicating that a final accounting will be submitted to the Conference Minister within one month of the event and all unused funds returned.

Applications for use of the Fund shall be submitted prior to the event. Applications submitted after the date of the event may be considered if funds are available. In some cases, the award may be less than the requested amount.

If the event is not held, the full amount of the award shall be immediately returned to the Conference Minister. In addition, any remaining award balance shall also be returned.

### **Guidelines for Local Churches:**

Local churches may request up to 1/3 of the cost of the event/retreat and may submit one request for funding in a calendar year. First-time applicants will be given priority consideration. The congregation's participation in wider settings of the United Church of Christ and its support for Our Church's Wider Mission (OCWM) Basic Support will also be considered as the request is reviewed.

### **Guidelines for Associations and Conference Commissions, Committees, or Subcommittees:**

These groups may request up to 1/2 of the cost of the event and may submit multiple requests in a calendar year, based on their programmatic needs.

### **Responsibility for Oversight of the Pembroke Fund**

The Board of Directors is responsible for establishing policies and for oversight of the Pembroke Fund.

### **Award Procedures**

The Executive Committee will review and approve requests for funding. Grants approved will be reported quarterly to the Board of Directors. Distributions from the Pembroke Fund will be reported annually to the Gathered Conference.

### **Report to Fund**

A final accounting and written evaluation will be submitted to the Conference Minister within one month after the event is held. Failure to do so may affect future awards to this entity.

Acceptance of the award check constitutes agreement with the above conditions.

# Pembroke Grant Request: Event Proposed Budget

## Event Description

Name of Event \_\_\_\_\_

Church Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number of Contact Person \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Type group attending (youth, church members, etc.) \_\_\_\_\_

Location of Event \_\_\_\_\_

Number of Participants Anticipated \_\_\_\_\_

### Income

Revenue from Participants \$ \_\_\_\_\_

Pembroke Grant \$ \_\_\_\_\_

Other Income Sources:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Income** \$ \_\_\_\_\_

### Expenses

Please list:

Amount:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Expenses** \$ \_\_\_\_\_

*Date form completed* \_\_\_\_\_