

**GUIDELINES FOR DISTRIBUTION OF INCOME
JOHN SNAVELY MEMORIAL FUND**

1. Since the Evelyn G. Snavely Will specifies what the income can be used for, allocations will be made only to United Church of Christ congregations in Dauphin County for purposes related only to the functions of the worship sanctuary portion of the church buildings.
2. Only the income from the investments of the bequest can be distributed, not the principal. Income which is not allocated during a given year will remain in the account for distribution in subsequent years.
3. Requests for funds must be made to the trustees' committee of the Harrisburg Association.
4. The trustees will act upon all applications and dispense the funds. They will report regularly to the Association Executive Committee. A separate financial account will be kept for this business by the Association Treasurer, who will be an ex officio member of the trustees. An audit of the account will be performed at the same time as the books of the Association are audited – at least once per year.
5. An application form developed by the trustees must be used to submit any requests for funds. Allocations will be made to one or more churches at the discretion of the trustees. **ALLOCATIONS WILL BE MADE ONLY TO THOSE ELIGIBLE CHURCHES WHICH HAD PROVIDED ANNUAL FINANCIAL SUPPORT TO THE OPERATING BUDGETS OF THE HARRISBURG ASSOCIATION AND THE PENN CENTRAL CONFERENCE OF THE UNITED CHURCH OF CHRIST.**
6. Applications for funds must be received on or before December 31. Trustees will act on the applications and notify the recipient(s) as soon as possible thereafter.
7. Funds approved for disbursement must be disbursed by the Treasurer within one year from the date of the approval of the application for expenditures incurred up to that date.

THE TRUSTEES

1. There are five trustees plus the Association Treasurer.
 2. The trustees shall be elected to three year terms, staggered so that one or two trustees' term expires each year. Each trustee may serve for two consecutive three year terms, for a total of six years.
 3. At least one trustee shall be a member of the Harrisburg Association Executive Committee.
 4. The trustees shall have the responsibility to invest the Estate's principal funds in the most advantageous vehicle consistent with conservation of principal and maximum income.
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Adopted October 3, 1993 by the Harrisburg Association. Revisions made by trustees November 17, 1994, March 25, 1996 and February 1, 2007 (These changes are in CAPS).

APPLICATION
JOHN SNAVELY MEMORIAL FUND
HARRISBURG ASSOCIATION

Please submit completed applications to:

Mr. Richard Heiss, Treasurer
Harrisburg Association, UCC
118 Madison Street
Harrisburg, PA 17109

Date: _____

Parish: _____

Address: _____

Contact Person: _____ Telephone #: _____

Amount of aid requested: \$ _____ Beginning: _____

Please provide the following information in narrative form:

1. What do you propose to do with the grant?
2. Will other funds also be committed to the project? If so, how much? From what source?

Please provide the following financial information:

1. Last year's financial report
2. Current year budget
3. Current year budget achievement

Signed: _____

Position: _____

(This section for Trustees' Use)

Date: _____ Approved: _____ Not Approved: _____

Comments, if any, such as partial approval or disapproval and reasons:

Trustee Signatures:

Disbursed: Amount: \$ _____ Date: _____

Treasurer: _____