



# Wesley United Methodist Church

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June xx, 20xx

<name>  
<committee/group>  
<address>  
Shawnee, OK 74804

## Re: Continued New Program Funds Allocation - Annual Request

Dear <first name>,

Although <your program> is an ongoing New Program receiving funds from the New Program Account of the Perpetual Fund, each year the PEFC needs to have a letter from your group asking for **continued funding** for your program, **how much** you are requesting for next year, and **when** you need the money. The deadline for your request for next year is August 5<sup>th</sup> of this year. This allows us to process all requests in program seniority order, and request that the Church Council approve funding. As per the Procedures for New Program Funding (the application), please also include:

1. **How much longer** do you anticipate funding and how is the program working toward self-sufficiency?
2. **How much** of the funding **was spent** the preceding year?
3. **How much do you anticipate spending** in the upcoming year?

If projected New Program distributions are in shortfall, compared to all funding requests including applications for a new program, we will recommend funds be granted by seniority or start-date order. In structuring cash flows for your program, be aware that the PEFC might have to weight distributions unevenly, and place your funding as late as the fourth quarter distribution, which occurs after Jan 7<sup>th</sup> of the *following* year.

Should your request be partially filled, or not at all filled, for the following year, we will contact you to see if you will accept the reduced funding or opt for a "bye" for that year. A "bye" will preserve another year for your five-year funding eligibility.

Failure to meet the August 5<sup>th</sup> deadline for next year's funding request could result in the PEFC assigning you zero funding for the year and using a year of funding eligibility. The PEFC will not assign a "bye" without a request from you to exercise that option. Thank you for your cooperation in this matter.

Sincerely,

(PEFC chair name)  
Permanent Endowment Funds Committee Chair

You may use the form on the back of this letter for your reply. Simply place your response in the Permanent Endowment Funds Committee slot in the distribution box in front of the office.