



FIRST LUTHERAN CHURCH FOUNDATION REQUEST FOR GRANT SUPPORT

Date Received: _____
Sr. Pastor: _____
Council President: _____
Request Granted: _____

The First Lutheran Foundation exists to support and strengthen the mission of First Lutheran Church. Grant awards, as required by the Foundation's Bylaws and Articles of Incorporation, are provided to assist in the purposes undertaken by First Lutheran Church and its ministry to the congregation, its community, and its outreach into the world. Consideration includes the following:

- ✓ Funding emphasis is to support projects outside the normal church budget.
- ✓ Matching grants from within the church or from other foundation sources are encouraged.
- ✓ Grants for special or one-time projects, capital expenditures, and start-up expenses are usually given higher priority.

Recipients who receive a grant over \$1,000 shall provide a written report summarizing how the grant furthered the mission or activity/project for which the applicant sought the grant funds.

Today's Date

Name of Organization		
Street Address		
Mailing Address (if different from street address)		
Contact Person	Contact Person Telephone Number	Contact Person E-Mail Address
Dollar Amount Requested (be specific)		Requested Payment Date (be specific)

Briefly describe the mission or activity/project for which you are seeking funds:

Please attach a more detailed description of the proposed activity/project, including:

- ✓ Identify the objectives to be achieved and describe what methods you will use to achieve these objectives.
- ✓ Identify the benefits to be achieved by the activity/project.
- ✓ Include a detailed budget statement identifying total project income/expenses, and a description of how the requested funds will be used.
- ✓ If additional funds will be required to carry-out the activity/project, identify the source(s) of those funds and the amount expected from each source.

Grant Restrictions: *The following will NOT be considered:*

- ✓ Requests for operating expenses unless the Foundation Board determines unusual circumstances warrant consideration.
- ✓ Requests for travel, or travel-related expenses (airline, mileage, hotel).
- ✓ Requests from other foundations, or funding organizations, unless they are merely serving a pass-through or fiscal agent role to channel the gift to an acceptable recipient.
- ✓ Requests from individuals for personal reasons.

Application Requirements:

- ✓ Requests from applicants outside First Lutheran Church should be submitted to the Foundation Chair no later than the first day of each month. Applications submitted after the deadline may not be considered until a subsequently scheduled meeting.
- ✓ Requests from staff within FLC, must be approved by the Senior Pastor prior to submission.
- ✓ Requests from committees/groups within FLC, must be approved by the Church Council or Senior Pastor prior to submission.
- ✓ Applications must include a detailed budget statement identifying total project income and expenses, and a description of how the requested funds will be used.

Submit completed applications to First Lutheran Church Foundation, 619 Broadway, Fargo ND 58102