

BAY VIEW LUTHERAN CHURCH ENDOWMENT FUND  
ANDERSON ENDOWMENT FUND GRANT APPLICATION

INSTRUCTIONS FOR GRANT APPLICATION

Thank you for contacting the Bay View Lutheran Church Endowment Fund concerning a possible grant for your project.

When you prepare you application, please use the enclosed form, which consists of a cover page and a grant application form. The proposal should be brief but complete. Please submit an original and five (5) copies.

When applying for a grant, please note the following:

**APPLICATION DEADLINES ARE DECEMBER 15<sup>TH</sup> AND APRIL 15<sup>TH</sup>**

- The range of grants made is normally between \$500 and \$10,000. The requested amount should fall within that range. Any variations should be explained in your application.
- Applications must be complete as of the deadline date.
- Grant applicants will be notified approximately 30 days after the application deadline date.
- In many cases, an interview may be scheduled with you to discuss the application.
- Please be advised that the Endowment Funds committee may discuss concepts presented in the application with other individuals and /or organizations to make an informed decision.
  
- If you have any questions, please contact the Bay View Lutheran Church Endowment Funds committee at 920-743-4705.

ANDERSON ENDOWMENT FUND GRANT APPLICATION

Please complete this page and then prepare a proposal using the enclosed outline:

Application Date: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Chairperson of Governing Body: \_\_\_\_\_ Total Project Budget: \_\_\_\_\_

Project Title: \_\_\_\_\_

Duration of Project: From \_\_\_\_\_ To \_\_\_\_\_ When are funds needed? \_\_\_\_\_

APPLICANT INFORMATION

Date Established: \_\_\_\_\_ Number of Employees: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Total Operating Expenses for the Past Fiscal year: \$ \_\_\_\_\_ for Current Year: \$ \_\_\_\_\_  
(Attach your most recent annual budget)

Percentage of past fiscal year operating budget used for fund raising \_\_\_\_\_ %

Percentage of past fiscal year operating budget used for administration \_\_\_\_\_ %

Has the governing board a policy which states that the organization does not discriminate as to age, race, religion, sex or national origin? Yes \_\_\_\_\_ No \_\_\_\_\_

Does the organization have FEDERAL tax exempt status? \_\_\_\_\_ if so, please provide your number \_\_\_\_\_.

Has this request been authorized by the organization's governing body? Yes \_\_\_\_\_ No \_\_\_\_\_  
When? \_\_\_\_\_.

This application must be signed by the chief executive officer, president or another officer of the organization's governing body.

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Signature

Title

Date

## ANDERSON ENDOWMENT FUND GRANT APPLICATION PROPOSAL OUTLINE

Please provide the following information clearly and concisely with adherence to the recommended space limitations. The format is intended as a guide; not every item will be relevant to every application.

INTRODUCTION (do not exceed 1 page)

**PROJECT SUMMARY/ABSTRACT:** In one paragraph of no more than 100 words, summarize the project including purpose/need, proposed outcomes and strategy for achieving them, estimated costs, and amount requested from the Endowment Funds Committee.

**AGENCY INFORMATION:** Describe the agency and its mission, population served and geographic area of service.

PROJECT NARRATIVE (do not exceed 3 pages)

PURPOSE STATEMENT/ NEEDS ASSESSMENT

- Describe the purpose of the proposed project, the community need(s)/issues(s) which it addresses, and the significance of the issue(s).
- Document the size and characteristics of the population to be served. How will you reach this population? How will the populations be involved in the design and implementation of the Project?
- Describe the geographic area targeted by this project.
- Explain how the proposal would expand or complement existing community services and describe any arrangements to collaborate with other organizations.
- Address the relationship between the proposed project and the agency's mission; describe the organization's capacity to undertake the proposed project by documenting past accomplishments and providing evidence of participant and community support.

PROJECT OUTCOMES

Describe the outcomes of the project in measurable terms. At the end of the grant period, who will be better off and how? What changes in people or institutions are expected to occur?

## METHODS

Describe the sequence of activities needed to accomplish the project outcomes. Include a project timeline.

Describe the responsibilities of staff and volunteers and their qualifications to perform those tasks. Describe any trainings, participant selection procedures, or policies if applicable.

## DATA COLLECTION AND EVALUATION

Describe what information will be collected to measure the progress and ultimate success of the proposed project. What data collection methods will be used?

How will you know if you have achieved the outcomes proposed?

How will the results be used and/or disseminated?

Note: To be considered for future grants, an evaluation of the project is to be submitted to the Endowment Funds committee upon project completion or one year after receiving funds, whichever occurs sooner.

## FUNDING PLAN

**Current and Future Funding:** Describe the financial plan for current and future support of the proposed project. What is the rationale for the amount being requested? If other funding is necessary to complete the project budget, where will it come from? If the project will be continued beyond the grant period, how will it be supported?

**Project Budget:** Present a line- item budget including project expenses and all income sources.