

GETHSEMANE LUTHERAN CHURCH MISSION ENDOWMENT FUND 2012 GRANT APPLICATION



INFORMATION REGARDING MISSION ENDOWMENT GRANT APPLICATION

PURPOSE

Gethsemane Lutheran Church Mission Endowment Fund seeks grant proposals from not-for-profit community, Northwest Washington Synod, Evangelical Lutheran Church in America or Lutheran international ministries. It seeks to reach out in witness to the Gospel emphasizing the creation and support of mission programs and projects that would not be feasible utilizing regular stewardship, benevolence, social ministry and evangelism funding.

PRIORITIES

Grants will be awarded to programs that support at least one of the major grant categories of social ministry, evangelism or outreach or other ministries of the church. There may also be support for programs, capital improvements, or student scholarships within Gethsemane Lutheran Church.

REQUIREMENTS

1. Grant monies are to be spent on specific ministries, program and projects that proclaim the Gospel of Jesus Christ.
2. Applications must include a clear plan and time line.
3. Describe the financial need for grant support.
4. State the potential for achieving the objectives.
5. Secure approval of the governing board of applying entity.
6. Be willing to provide a six month evaluation of your one year project. A final report back at the end of the year will be required.

PROCESS

1. Applications shall be submitted on the forms provided which can be found on the Gethsemane Lutheran Church web site: www.urbanfaith.org.
2. When writing a proposal, take the time necessary to develop a realistic and clearly achievable plan. Also please indicate how your program or project is innovative and/or includes partnerships with other entities.
4. Print in 11 point or larger type.
5. You will be unable to save a copy of the data entered into this form electronically, you must complete the entire application at once. It is advisable to print off a blank copy as a draft and then fill in the electronic version and either print the application and mailing it in or sending an electronic copy via the submit button on the last page. **Please note that other required application documents such as 501(c)(3) letter will not be automatically attached to this application. Please manually attach these documents to an online submission or include them in a postal submission.**
6. **Applications should be limited to the space provided and returned to the Gethsemane Lutheran Church Mission Endowment Committee no later than February 28, 2012.**
7. **All applications will be reviewed and award letters sent to recipients with disbursement of funds by May 20, 2012.**

Deviation from the process or failure to provide the above requirements will disqualify the application.

Thank you.

Gethsemane Lutheran Church Mission Endowment Fund Committee

2012 APPLICATION COVER PAGE

*Sharing God's love and hope
with joy and compassion.*

Deadline: February 28, 2012

Date application submitted:

APPLICATION CHECKLIST

- 501(c)(3) or other evidence of not-for-profit status
- This application cover page
- Complete budget details
- Complete project description
- Compliance with Application Format Guidelines

FUNDING REQUEST

Organization's Total Annual Budget

Projects's Total Annual Budget

Amount Requested from
GLC Mission Endowment Fund

CATEGORY

Please check the category or categories that apply to your proposal.

- A. Social Ministry
- B. Evangelism
- C. Outreach

ORGANIZATION INFORMATION

Name of Applying Organization

Name Project

Street Address

City, State, Zip code

Telephone number

E-mail Address

Fax number

Country

CONTACT PERSON INFORMATION

Name of Contact Person

Title / Relation to organization

Street Address

City, State, Zip code

Telephone number

E-mail Address

Fax number

Country

PROJECT INFORMATION

Please type or print a concise, easily understood, 1–2 sentence description of the specific purpose of the project:

By February 28, 2012 return
completed form to:

**Gethsemane Lutheran Church
Mission Endowment Fund Grant Program
911 Stewart Street
Seattle, WA 98101**

Or e-mail to:

endowment@urbanfaith.org

GLC Office Use Only

Date Received:

Date Applicant Notified:

2012 APPLICATION PROJECT DESCRIPTION

NAME OF APPLYING ORGANIZATION

PROJECT NAME

1. INTRODUCTION TO YOUR ORGANIZATION (Up to 150 Words)

- What is its history? Its mission? Its current priorities?
- Why and how is it qualified to successfully implement this project?

2A. PROJECT DESCRIPTION (Up to 150 Words)

Please clearly describe your project so that someone unfamiliar with it can easily understand its purpose and how it operates.

2B. PROJECT DESCRIPTION (Up to 200 Words)

Respond briefly to the following questions in the space below.

- Why is this project needed?
- What conditions does it address?
- How will it address those conditions?
- Who is the target population?
- How does the project recognize and incorporate people as assets rather than as objects of need?
- How is it consistent with the funding priorities you selected on page two?

3. PROJECT GOALS (Up to 50 Words)

Your goals are broad statements of what you want to accomplish with this project. Please consider these carefully as you will be asked to report on the project goals during the year.

4. PROJECT OBJECTIVES (Up to 50 Words)

Objectives list measurable ways in which you will achieve your goals.

5. PROJECT GOALS AND TIME LINE

These are specific activities that will take place in order to implement the objectives in a timely manner.

6. DESIRED OUTCOMES

Based on your goals and objectives, indicate what specific, measurable positive changes you expect to happen as a result of your project.

7. PROJECT EVALUATION

Your evaluation will determine the extent to which your goals and desired outcomes have been achieved.

- What measurements and information will you use in your evaluation.
- Who will be involved in the evaluation? Staff? Governing board? Representatives of the target population?

NOTE: Applications with incomplete budget information cannot be considered for funding.

8. BUDGET

Please include a brief and specific description of how the money you have requested will be used.

Use the budget sheet on the following page to include a fully itemized income and expense budget. In the “Estimated Expense” column itemize all project expenses. In the “Amount Requested” column list only those expenses that you want this grant to cover.

