



Endowment Fund Grant Application Form

YOUR FOOTPRINT ON THE FUTURE



Application Guidelines

- **Overview:** *The Kinsmen Lutheran Church Endowment Fund has been established to provide caring individuals with an opportunity to leave enduring financial gifts. These contributions earn income that is used to fund ministries apart from the annual budget. These ministries and programs must be connected in some way to the values, vision, and purpose of Kinsmen Lutheran Church.*
- **Grant Focus:** *Grants will be approved for non-recurring program costs or expenses only.*
- **Timetable:** *The Kinsmen Endowment Committee meets annually to discern yearly allocations from the Fund. Requests are due by November 1 to be included for consideration. Award recipients will be notified via email of the status of their application by January 31st.*
- **Final Report:** *A final report is due to the Endowment Committee 1 year from the date of funds received or program completion whichever comes first. The report will summarize the status/results of the project in relation to the objectives identified in the application.*

Due to the volume of applications received, we are unable to respond to inquiries as to the status of your request. For questions regarding the application process, please contact the Endowment Committee at:
mturnquist@tcftm.org

All application forms (including budget information)
should be mailed to
(no emails or faxes accepted):

Kinsmen Lutheran Church
Endowment Fund Grant Application Committee
12100 Champion Forest Dr, Houston, TX 77066



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PLEASE TELL US ABOUT YOURSELF and YOUR PROPOSED PROJECT/PROGRAM:

Staff Member/Committee/Organization:

Date Submitted: _____

Contact Person: _____

Phone: _____ Email: _____

Project Name: _____

Committee Affiliation: _____

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

Amount Requested: _____ Total Project Budget: _____

(please attach detailed budget including projected revenue and expense information)

REQUIRED ATTACHMENTS:

- Please attach a more detailed description (*limit your project narrative to 5 pages or less*) of the proposed activity/project including the following details:
 - Identify the objectives to be achieved and describe what methods you will use to achieve the objectives
 - Include a timetable of the activity/project
 - Include a statement of the benefits to be achieved by the activity/project
 - If additional funds will be required to carry out the activity/project, please identify the source or prospective sources of funds and the amount expected from each source
- Itemized budget



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PROCESS FOR SUBMITTING THE GRANT APPLICATION:

The Endowment Fund Grant Application Review Committee meets annually in December. To obtain the necessary approvals, plan to submit the grant application by November 1st.

Process:

- Application received by Grant Application Review Committee
- Finalists reviewed and voted on by Endowment Committee
- Grant Recipients Approved by Endowment Committee
- Signature of Senior Pastor
- Grant Recipients notified of Committee's decision by January 31st

INTERNAL USE ONLY:

Date Received: _____ Initials: _____

Date Reviewed: _____ Initials: _____

Date Voted On: _____ Initials: _____

Vote Outcome: Funded Amount: \$ _____ Initials: _____
 Not Funded Initials: _____

Notification Date: _____ Initials: _____

Signature: _____ Date: _____
Beth Warpsmaeker, Senior Pastor