



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 considered throughout the year. Established Kinsmen Mission Partners will have priority in funding decisions.*
- **Final Report:** *A final report is due to the Endowment Committee ONE 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: mturnquist95@gmail.com.

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



Grant Application Form

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

