

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.
- <u>Timetable</u>: 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



Staff Member/Committee/Organization:

Grant Application Form

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

Date	Submit	tted:						
Conta	ict Pers							
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:								
(pieuse	anan)	uctuica buaget including projected revenue and expense information)						
REQUIRED ATTACHMENTS:								
		ase attach a more detailed description (limit your project narrative to 5 pages or less) of the posed 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						
	Itemi	temized budget						



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PROCESS FOR SUBMITTING THE GRANT APPLICATION:

The Endowment Fund Grant Application Review Committee meets regularly throughout the year. 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 within 1 month of quarterly meetings

INTERNAL US	E ONLY:				
Date Received:			Initials:		
Date Reviewed:			Initials:		
Date Voted On:			Initials:		
Vote Outcome:	Funded Not Funded	Amount:	\$	Initials: Initials:	
Notification Date	:		Initials:		
Signature:	Warpmaeker, Senior I	Pastor		Date:	