



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 Generosity Team meets monthly to discern allocations from the Fund. Requests are considered throughout the year. Staff, Ministry Teams and established Kinsmen Mission Partners will have priority in funding decisions.*
- **Final Report:** *A final report is due to the Kinsmen Generosity Team 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 Kinsmen Endowment Fund at: mturnquist95@gmail.com.

All application forms (including budget information)
should be emailed to:
office@kinsmenlutheran.org



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 purpose 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)

Please discuss with the Senior Pastor before submitting. Have you done this? Yes No

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



Grant Application Form

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 1 for funding in the current year.

Process:

- Discuss the project with the Senior Pastor and get Signature below.
- Turn in Grant Application to the Chair of the Kinsmen Generosity Team or office@kinsmenlutheran.org
- Finalists reviewed and voted on by Generosity Team
- Grant Applications Approved by Generosity Team
- Grant Recipients notified within 1 month of Team's next regular meeting

Signature: _____ Date: _____
Beth Warpmaeker, Senior Pastor

INTERNAL USE ONLY:

Date Received: _____ Initials: _____

Date Reviewed: _____ Initials: _____

Date Voted On: _____ Initials: _____

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

Notification Date: _____ Initials: _____

Funds to be withdrawn from this account: Mission Growth Fund Initials: _____
 Other Fund

Date funds requested: _____ Initials: _____

Date notified Bookkeeper: _____ Initials: _____

Date funds received: _____ Initials: _____

Date funds sent/distributed to Grant recipient: _____ Initials: _____