

CHRIST LUTHERAN FOUNDATION, INC.

GRANT APPLICATION GUIDELINES

Fundamental Objective:

The fundamental objective of the Christ Lutheran Foundation, Inc. is to provide financial support to organizations complying with the 501(c)(3) status, further enabling them to serve lives through Christ.

Grant Application Guidelines:

- As primary objectives, the activity or organizational mission and goals must reflect the desire to serve others through Christ.
- The grant writer must be actively and personally involved in the activity or organization for which the funds are requested
- Members of the Mission and Ministry Committee, a standing committee of the Foundation Board of Directors, may request a site visit or personal interview with representatives of an organization that has submitted a grant proposal to the Foundation.
- Applications should not contact Mission & Ministry Committee members or Christ Lutheran Foundation Board members during the application review period. All questions or updates should be directed to Janet Barnett in the Christ Lutheran Foundation office 979-836-5585 or janet@christbrenham.org.

Grant Approval Process:

Christ Lutheran Foundation, Inc. awards grants only once each year as the result of a formal proposal process. In April of each year, the Foundation will distribute grant proposal forms and instructions to all organizations that have shown interest in submitting a proposal and that meet the basic criteria.

- Seven (7) copies of the Grant Request must be returned to Christ Lutheran Foundation, Inc. by June 15th via US Mail or another mailing service (Fedex, UPS, etc.) to Christ Lutheran Foundation, Inc., 1104 Carlee Drive, Brenham, TX 77833. Electronic submissions **will not** be accepted.
- Questions should be directed to Janet Barnett at 979-836-5585 or janet@christbrenham.org.
- Grant requests are considered by the Mission and Ministry Committee, a standing committee of the Foundation Board.
- The Mission and Ministry Committee recommend proposals to the Foundation Board for approval.
- By November 1st, the Foundation Board of Directors makes the final selection of the grants that will be awarded in the coming year and notifies the selected recipients.
- Grant funds will normally be available for distribution on or before January 1st following approval.

**CHRIST LUTHERAN FOUNDATION, INC.
GRANT REQUEST FORM**

Background Information

Request Date: _____ IRS Tax Exemption Classification: _____

Legal name of the Organization: _____

Address: _____

E-mail: _____ Telephone: _____

Contact Person: _____ Title: _____

Mission of the Organization: _____

_____ Year Founded: _____

Estimated number of active volunteers in the past year: _____

Estimated number of hours volunteer worked in the past year: _____

Amount Requested in this Proposal: _____

Describe the specific ministry that the requested funds will be used for: _____

This grant is being submitted with the authorization of the Board of Directors.

Board President Name: _____

Signature: _____ Date: _____

Financial Information

Current Overall Operating Budget: _____

Current Sources of Funding:

Federal _____% Corporate _____% Annual Gifts _____% Fees _____%

State _____% Foundation _____% Endowment _____% Contracts _____%

Local _____% Events _____% Investment _____% Other _____%

From your most recent financial audit or IRS Form 990 for the year ending ___/___/___:

Percentage of operating expenses for:

Direct Services: _____% Fund-raising _____% Management _____%

Current assets: _____ Current liabilities: _____

Net assets: _____ Total liabilities: _____

Total assets: _____

Does your organization have current loans of more than \$50,000? Yes ___ No ___

If "yes", please briefly explain: _____

Is your organization involved in any currently pending litigation? Yes ___ No ___

If "yes", please explain: _____

Governance Information:

Number on your Board: _____ Average board meetings per year: _____

List Standing Committees: _____

Does each Board Member serve on a committee: Yes ___ No ___

Has your Board adopted a:

Mission Statement: Yes ____ No ____

Strategic Plan: Yes ____ No ____

Conflict of Interest Policy: Yes ____ No ____

Narrative Information

Please provide the information in the order listed below. Use no more than 4 single-spaced pages.

1. Describe how your organization's mission aligns with the Christ Lutheran Foundation mission, "Serving lives through Christ".
2. Describe your current programs and activities emphasizing achievements within the last two years.
3. Describe how this grant will be used and the needs or problems that will be addressed.
4. Describe the project goals and objectives, the program methodology, staffing plans, and any anticipated collaboration with other agencies or organizations.
5. Describe your criteria for success and explain how you will measure the effectiveness of your activities.
6. Describe the results you expect to achieve by the end of the funding period.

Required Attachments

1. Your organization must be tax exempt under IRS 501(c)(3), you must attach a copy of your IRS Permanent Ruling Letter with your Employer Identification Number.
2. In certain situations, additional information may be required as attachments.
3. Seven (7) copies of the grant and all attachments are required to be submitted. **Please do not staple or bind the sets together.** Copies shall be 3-hole punched.

Board Approved: July 19, 2010

Board Approved: April 18, 2011

Board Approved: April 15, 2013

Board Approved: April 21, 2014

Board Approved: April 20, 2015

Board Approved: May 9, 2016

Board Approved: April 17, 2017