



Regular Grant Application For Non-profit Organizations (Other Than Member Lutheran Congregations)

Thank you for your interest in The Lutheran Foundation. If you are considering submitting a grant application to The Lutheran Foundation we strongly encourage you to call well in advance of a grant cycle deadline. We can answer any questions you have about applying and can also assist you in determining which grant cycle the Foundation may consider your request.

Soli Deo Gloria
TO GOD ALONE BE THE GLORY

Organizations are encouraged to submit only one grant application per year. Multi-year grants will not be awarded.

Clearly label all exhibits. Print on one side only, then paper clip pages together. Do not send applications and/or exhibits that have been stapled, three-hole punched, taped, bound or provided in any other format other than what is outlined in these instructions. Please do not send videos, photos or DVDs.

An application is considered complete when the application and exhibits are received and postmarked by the dates listed below or delivered to the Foundation no later than 3:00 p.m. If an application deadline is on a weekend, the application must be postmarked by the deadline date or delivered to the Foundation no later than 3:00 p.m. on the Friday prior to the deadline.

Focus Area/Regular Grant Cycles	Application Deadline	Decision Date
Building a Healthier Community	March 1	End of June
Community Outreach	August 1	Early December
Lutheran Education	December 1	End of March

Please contact Terri Kortokrax at 260.458.2112 or email tkortokrax@thelutheranfoundation.org if you have any questions.

Submit one copy of completed application to:
The Lutheran Foundation
3024 Fairfield Avenue
Fort Wayne, IN 46807

In addition, email the application and exhibits to Julie Krouse at jkrouse@thelutheranfoundation.org.

Organization's Legal Name		
Street Address	City, State	Zip
Website	Phone	County
Organization's Primary Contact		
Title (CEO, Executive Director)	Email	Phone
Brief Description of Organization and Mission		
Contact Person for Grant		
Title	Email	Phone
Purpose of Request		
Are your financials audited, reviewed or compiled? <input type="checkbox"/> Audited <input type="checkbox"/> Reviewed <input type="checkbox"/> Compiled		Amount Requested \$
This grant request is for (check one) <input type="checkbox"/> a new project/program <input type="checkbox"/> operational support <input type="checkbox"/> an existing program <input type="checkbox"/> a capital project <input type="checkbox"/> expansion of an existing program		How many unduplicated clients will this project or program serve?
Year Organization was Founded	Fiscal Year (mm/dd – mm/dd)	Current Operating Budget \$
# of Unduplicated Clients Served per Year	# of Staff (full-time equivalents)	# of Volunteers

Faith Connection

Working Mission

The Lutheran Foundation seeks to make Christ known by strengthening Lutheran congregations and ministries and to demonstrate His compassion by supporting social ministries that nurture body, mind and spirit.

Is your organization overtly Christian?

_____ Yes _____ No

Are your staff and volunteers required to sign your doctrinal statement?

Staff: _____ Yes _____ No

Volunteers: _____ Yes _____ No

How does your organization share the Christian faith in day-to-day interactions with your clients?

In two statements, explain how the funding you are seeking will further The Lutheran Foundation's working mission?

1.

2.

What critical need will be fulfilled by the program and what are the goals of the work to be funded (immediate and long-term)?

What is the implementation plan to achieve the goals?

What is the impact on the communities involved; what will have changed as a result of the grant?

How will you measure these changes?

Tell us how you will determine whether or not you have been successful.

How do you measure the effectiveness of your overall organization? Write "Same" if your answer is the same as the last question.

How has your organization fared in your last two effectiveness evaluations against these measures? Please be specific.

What is your timetable for implementation?

List any other organizations in the community that are also working on the same issues and how you are coordinating with them.

What board committees are in place and how do they function?

List secured sources of funding for your project/program (list source and amount).

List pending sources of funding for your project/program (list source and amount).

If funded, what plans do you have for the future financial needs of the project/program?

Additional comments or information that may help us understand why The Lutheran Foundation should consider your request.

Total Sources of Income for current fiscal year	% of Income (should total 100%)
1.	
2.	
3.	
4.	
5.	
All Others	
	100%

Required Signatures:

CEO, President, Executive Director

Printed Name

Board Chairman or Board President

Printed Name

Application Checklist – review before submitting

<input type="checkbox"/>	Narrative portion of Grant Application – must be limited to no more than 5 pages
<input type="checkbox"/>	Font size – must be 12 pt or larger
<input type="checkbox"/>	Signatures – must have two signatures
<input type="checkbox"/>	Exhibits – must all be clearly labeled
<input type="checkbox"/>	Exhibits – must be paper clipped and NOT stapled, punched, taped or bound
<input type="checkbox"/>	Submit paper copy of application – postmarked on or before deadline date
<input type="checkbox"/>	Email Grant Application and Exhibits to jkrouse@thelutheranfoundation.org
<input type="checkbox"/>	Do NOT include information that is not requested

Exhibits

Clearly label all exhibits. Print on one side only, then paper clip pages together. Do not send applications and/or exhibits that have been staples, three-hole punched, taped, bound or provided in any other format other than what is outlined in these instructions. Please do not send videos, photos or DVDs.

Include the following exhibits with the application you have just completed.

1. IRS letter determining 501(c)(3) nonprofit status.
2. Your organization's doctrinal statement.
3. Current board of directors listing business addresses and occupations (not just places of employment). Please indicate all officers and committee assignments. Also list how frequently your board of directors regularly meets.
4. A complete copy of your organization's most recent federal tax return (IRS Form 990).
5. A complete copy of your organization's most recent audit, review, or compilation report including a copy of the management letter and financial statements. Please provide an explanation if an audit and/or management letter is not attached.
6. A copy of your organization's general operating budget for your **current** fiscal year.
7. Discuss your income and expense trends. Please elaborate on the factors impacting these increase(s) or decrease(s).

If you reported an operating deficit for the most recent year, please discuss the key factors contributing to the deficit. Please explain what actions the board of directors and management has taken to address the deficit.

8. A copy of your organization's proposed general operating budget for your **future** fiscal year for which you have requested funding under this grant application.
9. The project/program or capital budget including income and expenses.
10. List sources of income for your **future** fiscal year operating budget. Use the same form found on page 4.
11. Please list the amount of any long-term debt or mortgage and corresponding monthly payment.
12. Please list the amount of each endowment your organization has and any restrictions.