

Kountze Memorial Lutheran Church Endowment Fund

Endowment Fund Grant Application

The following application can be used for any request for financial support from the Kountze Memorial Lutheran Church Endowment Fund. For financial requests less than \$5,000, please complete Sections 1, 2, and 3. For all other requests please complete the entire form. Grant requests should be submitted electronically in digital form. Deadlines for submission of applications throughout the year are January 15, April 15, July 15 and October 15.

Funding Purposes

Grants from the Kountze Memorial Lutheran Church Endowment Fund (“Kountze”) may be made for one or more of the following purposes:

1. Capital Improvements for Kountze Memorial Lutheran Church
2. Community and Synodical Ministries
3. National and Global Ministries
4. Kountze Memorial Lutheran Church Media Ministries

Funding Priorities

Funding of requests for ministries will be made on the basis of available funds and funding priorities of:

1. Extending the outreach of Kountze through inspiring projects in the community, country and world.
2. Leveraging grants to match other funding sources.
3. Unmet community needs.

Section 1: Organization Information

1. Name:
2. Address:
3. Website(s):
4. Executive Director or President:
5. Tax ID Number:
6. Tax status of the Organization:
7. Preferred Contact Name:
8. Title or Relationship to the Organization:
9. Phone:
10. E-mail:

11. Section 2: Financial Information

1. Total Amount Requested:
2. Date by which funding decision is needed:
3. Total Fundraising Goal:
4. Project Budget:
5. Have you received past funding from Kountze for this project/organization? If so, please list amounts and dates (previous 10 years)?
6. How will you manage cost overruns?

Section 3: Basic Project Information

1. In addition to the questions below, please provide a brief overview of the project, the support you are requesting, and indicate if this is an existing or new initiative and the purpose of the ministry/event/organization.
2. Project start date:
3. Describe the goal of the project, intended outcome and how success will be measured.
4. Describe other sources of funding for the project.

5. What impact does this ministry/organization have on the greater community?
6. How will this project strengthen Kountze's outreach to the community?
7. In what ways are you willing to share the story of this project within the Kountze faith community?
8. How can new participants join in serving through this project?

Section 4: Additional Project/Organizational Information

All requests for funding in excess of \$5000 must complete the following section.

1. Is there another organization doing similar ministry with a similar target audience? Will you partner with them? Please describe this partnership or why you will not be partnering.
2. Describe the relationship with Kountze. In what ways will this project strengthen ties between the organization and Kountze?
3. Describe what would happen if Kountze can provide only partial funding.

Section 5:

Additional Materials to Submit with Application

All requests in excess of \$5000, must include the following supporting documents with the completed application.

1. Project Timeline (including expense timelines and milestones).
2. Letters of recommendation or partnership endorsement letters.

Must include a letter from a local church and, if working with a partnership, a letter endorsing the partnership.

3. Organization Operating Budget.
4. Organization's most recent audit and/or annual financial statement.
5. Copy of 501(c)(3) IRS Determination Letter and most recent Form 990.
6. Provide a list of the organization's Board of Directors, including name, title and employer.
7. Confirm that upon completion or execution of the project, you will provide Kountze with a report describing the outcome of the project, its successes and failures, and the reasons for those successes and failures.

Kountze may request that applicants appear for a personal presentation of the project and interview as a part of the decision making process.

In submitting this application, the applicant certifies that the information provided is complete and accurate to the best of applicant's knowledge.

Signature: _____

Print Name: _____

Organization Name: _____

Title: _____

Date: _____