

GRACE EVANGELICAL LUTHERAN CHURCH
APPLICATION FOR ENDOWMENT FUND INCOME

Applicant Organization Name:

Mailing address:

Name of Project:

Name of Contact within requesting organization if not the submitter:

Application must be submitted by January 31 to: Endowment Fund Committee
Grace Lutheran Church
3010 52nd Street
Des Moines, Iowa 50310

Awards will be announced by March 31.

1. Brief description of project –

2. Goals and objectives of the project –

3. Who and how many will benefit from the project –

4. Timeline for implementation of project (Completion no later than **December 1** of current year.)

5. Personnel directing and implementing the project –

6. Total budget for the project –

7. Other funds that are available –

8. Total funds requested from the Endowment Fund –

Attach additional documentation and information as needed.

Submitted by _____

Date _____

Address: _____

Phone: _____

Email: _____

ADDITIONAL INFORMATION

1. Requests for specific, finite projects are preferred. The Endowment does not fund operational expenses. Submit proposal with detailed breakdown of project expenses. If the entire request is not granted this will allow for possible partial funding.
2. A final written report is required to be submitted to the Endowment Fund Committee no later than **December 1st** of the year of the grant. The report shall include documentation of the expenditures and completion status of the project. A report form will be issued at the time the funds are awarded.
3. Funds that have not been expended should be returned to the Endowment Fund by December **1st** unless extenuating circumstances would require that the deadline be extended, for which approval by the Endowment Fund is required.