

**Grace Evangelical Lutheran Church**

**Application for Endowment Fund Income**

**PROJECT INFORMATION**

**Project Name**

Click or tap here to enter text.

**Project Description**

Briefly describe the project for which you seek funding.

Click or tap here to enter text.

**Project Focus**

What service area, population or community need is primarily served by the project/program?

Click or tap here to enter text.

**Project Impact**

How many individuals do you anticipate serving through this project/program?

Click or tap here to enter text.

**Project Goals/Objectives**

Include at least two measurable goals.

Click or tap here to enter text.

**Project Timeline for Implementation**

Must be completed by December 1 of each year.

Click or tap here to enter text.

**Project Evaluation & Sustainability**

Describe how you will evaluate this project.

Click or tap here to enter text.

**Personnel Directing/Implementing the Project**

1. Name: Click or tap here to enter text. Phone: Click or tap here to enter text. Email: Click or tap here to enter text.
2. Name: Click or tap here to enter text. Phone: Click or tap here to enter text. Email: Click or tap here to enter text.
3. Name: Click or tap here to enter text. Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

**FINANCIAL INFORMATION**

**Total Detailed Project Budget**

Attach a separate document, if necessary.

Click or tap here to enter text.

**Current Funds Available for Project**

Attach separate documents, if necessary.

***In-Kind Gifts:***

Total amount: Click or tap here to enter text.

***Committed Funds:***

Source: Click or tap here to enter text. Amount: Click or tap here to enter text.

Source: Click or tap here to enter text. Amount: Click or tap here to enter text.

Source: Click or tap here to enter text. Amount: Click or tap here to enter text.

***Grants Requested***

Source: Click or tap here to enter text. Amount: Click or tap here to enter text.

Source: Click or tap here to enter text. Amount: Click or tap here to enter text.

Source: Click or tap here to enter text. Amount: Click or tap here to enter text.

**TOTAL AMOUNT REQUESTED:** Click or tap here to enter text.

**SUBMITTED BY**

**Name:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**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 must be submitted to the Endowment Fund Committee no later than **December 1st** of the year of the grant. The report must include documentation of expenditures and the completion status of the project. The final report form will be issued at the time the funds are awarded.
3. Funds that have not been expended must be returned to the Endowment Fund by **December 1st** unless extenuating circumstances require a deadline extension, for which approval by the Endowment Fund committee is required.

**SUBMIT APPLICATION** (by January 31)

**Mail:** Grace Lutheran Church

Attn: Endowment Fund Committee

5201 Urbandale Ave.

Des Moines, IA 50310

**Email:** endowment@gracedm.org