



## Grace Evangelical Lutheran Church Application for Endowment Fund Income

### PROJECT INFORMATION

#### Project Name

#### Project Description

Briefly describe the project for which you seek funding.

#### Project Focus

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

#### Project Impact

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

#### Project Goals/Objectives

Include at least two measurable goals.

#### Project Timeline for Implementation

Must be completed by December 1 of each year.

#### Project Evaluation & Sustainability

Describe how you will evaluate this project.

#### Personnel Directing/Implementing the Project

1. Name: Phone: Email:
2. Name: Phone: Email:
3. Name: Phone: Email:

## FINANCIAL INFORMATION

### Total Detailed Project Budget

Attach a separate document, if necessary.

### Current Funds Available for Project

Attach separate documents, if necessary.

### *In-Kind Gifts:*

Total amount:

### *Committed Funds:*

Include source and amount for each one.

### *Grants Requested*

Include source and amount for each one.

### TOTAL AMOUNT REQUESTED:

## SUBMITTED BY

Name:

Address:

Phone:

Email:

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](mailto:endowment@gracedm.org)