

## **First Lutheran Church Foundation Grant Approval Guidelines**

### **Grant Awards**

The First Lutheran Church Foundation exists to support and strengthen the mission of First Lutheran Church. Grant awards, as required by the Foundation's Bylaws and Articles of Incorporation, are provided to assist in the purposes undertaken by First Lutheran Church and its ministry to the congregation, its community and its outreach into the world. Consideration includes the following:

- ✓ Funding emphasis is to support projects outside the normal church budget.
- ✓ Matching grants from within the church or from other foundation sources are encouraged.
- ✓ Grants for special or one time projects, capital expenditures, and start-up expenses are usually given higher priority.
- ✓ Requests for operating expenses under unusual circumstances.
- ✓ Requests for mission travel or travel related expenses up to 90% (e.g., airlines, mileage, hotel).
- ✓ Requests for non-mission travel or travel related expenses (e.g., airline, mileage, hotel).

Recipients who receive a grant over \$1,000.00 shall provide a written report summarizing how the grant furthered the mission or activity/project for which the applicant sought the grant funds.

### **Grant Restrictions**

The following will not be considered

- ✓ Requests from other foundation or funding organizations, unless they are merely serving a pass-through or fiscal agent role to channel the gift to an acceptable recipient.
- ✓ Requests from individuals for personal reasons.

### **Application Requirements**

- ✓ Requests from applicants outside First Lutheran Church should be submitted to the Foundation Chair no later than the first day of each month. Applications submitted after the deadline may not be considered until a subsequently scheduled meeting.
- ✓ Requests from staff within First Lutheran Church must be approved by the senior pastor prior to submission.
- ✓ Requests from committees /groups within First Lutheran Church must be approved by the church council/senior pastor prior to submission.
- ✓ Applications should include a detailed budget statement identifying total project income and expenses and a description of how the requested funds will be used.