

Good Shepherd Lutheran Church Foundation GRANT APPLICATION FORM

Good Shepherd Lutheran Church Foundation
Good Shepherd Lutheran Church, Attn: Foundation - Grants
5701 Raymond Rd.
Madison, WI 53711
608-271-6633

GUIDELINES

The Good Shepherd Foundation exists solely to receive, hold, invest and reinvest (funds for) the benefit and maintenance of ministries of Good Shepherd Lutheran Church and of any and all the institutions and lines of work and activity conducted by Good Shepherd Lutheran Church or any of its organizations or committees. The Good Shepherd Foundation welcomes and encourages the use of these funds for the benefit and maintenance of ministries of Good Shepherd Lutheran Church and any and all lines of work and activities conducted by Good Shepherd Lutheran Church.

In order to establish appropriateness of need of a grant, each application must have a member of the Good Shepherd Pastor and staff, if appropriate, designated as its “sponsor” and receive approval of the Church Board as an appropriate project for consideration. Project sponsors support the application and are available to explain the impact of the initiative on their area of staff responsibility.

Requests must be received by the Grant Committee of the Good Shepherd Foundation on **the second the second Wednesday of the months of January/April/July/October** for consideration at the subsequent Church Board and Foundation Board meeting(s). Although the Foundation Board will consider applications at each quarterly Board meeting, applicants should know that most of the fund allocations/commitments are made early in the calendar year.

Supporting materials for this request may also be submitted with this application.

Any party funded must acknowledge the Good Shepherd Lutheran Church Foundation for their sponsorship, gift, underwriting, and generosity in making the project possible. This acknowledgment encourages others to contribute to the Foundation and to propose future projects. When submitting evaluations with statements and pictures, please indicate your approval for the Foundation’s publication use.

Please return this Application to Good Shepherd Lutheran Church, Attn: Foundation - Grants.

Section A:

Date of Request: _____

Requested by: _____
Project Sponsor - Good Shepherd Pastor Sponsor and Staff Sponsor (if applicable)

Phone: (H) _____

Phone: (W) _____

Email: _____

Estimated Project Budget: Please Attach Itemized Budget or fill out Section C

Amount Requested: _____

Church Board Approval: _____

Section B:

PROJECT NARRATIVE

Description of Project:

How does this project enhance or support the ministry of Good Shepherd Lutheran Church?

Number of anticipated participants:

To what extent are Good Shepherd members expected to be involved in the activity?

Describe any on-going activities associated with this project in subsequent years. Include any anticipated future funding requests resulting from approval of this project.

Other sources of income that will support this project:

Funds needed by: _____
[date(s)]

Choose one box only:

- 1. Emergency or unanticipated projects such as critical financial needs.
- 2. "Once and done" projects, such as special purchases or programs addressing unique circumstances, supporting activities and expenditures that are not expected to recur.
- 3. Seed grants to support recurring activities that will eventually be self-supporting, such as new ministries.
- 4. Ongoing projects not expected to be self-supporting. This includes projects outside regular church activities that meet ongoing needs of groups in the church who cannot reasonably be expected to provide funding.
- 5. Recurring projects with varying content and clientele such as scholarships, lecture and concert series, education travel and similar activities.

For projects in categories 3 and 4 only - Proposed time-line for Project.

Term of Program/Project

Beginning Date: _____

Ending Date: _____

Describe type of required support needed - including the length and level of future Foundation support. If ongoing Foundation support is anticipated, it will be important that the activity falls outside the mix of regular church operations and that the commitment of money will not unduly limit future financial flexibility of the Foundation. If the project is eventually to be self-supporting, a realistic assessment of the transition away from Foundation funding will be important.

Section C:

PROJECT BUDGET

Submit Detailed Project Budget, including categories and details of all expenses, sources of funding/revenue [attach additional pages as needed] OR use table on next page.

Description of Expenses	Itemized Amount	Total

Funding/Revenue Sources	Specific/Itemized Amount	Total

For Church Office/Staff Use:

Foundation Approved - Meeting Date: _____

Amount approved: _____

Foundation Fund Designated for Disbursement: _____

Make check/payment payable to: _____

Special Instructions:

By: _____
Foundation Board Representative [signature]

Name of Foundation Board Rep

Section D:

PROJECT EVALUATION - DUE 6 & 12 MONTHS FOLLOWING GRANT

Date: _____

Project Name: _____ Approval for publication? Yes // No

Good Shepherd Liaison (contact): _____

Phone: (H) _____ (W) _____

Amount Requested from Foundation: _____

Amount Provided by Foundation: _____

Please answer the following questions, and attach to this page.

1. **Who has benefitted?**
(Add comments from participants, users, clients, if possible.)
2. **What impact has the investment had?**
(Consider short term and long term.)
3. **How is this program/project evaluated?**
(For on-going activities - suggestions for improvements?)
4. **Are there any pictures that document the project that can be provided?** Please provide as appropriate.
5. **How was the money spent?**
(Be as specific as possible, i.e. description, actual budget, matching funds, if any.)
6. **Were there significant insights and reflections on the program/project that you can share?**
(Include both highlights and shortfalls.)
7. **Are there anticipated future funding requests?** Yes No
8. **What are the next steps?**