**FIRST LUTHERAN CHURCH OF DULUTH FOUNDATION**

## GRANT APPLICATION

 **The Foundation Purpose:** The Foundation is organized and operated exclusively for the benefit of and to assist in carrying out the charitable, educational, and religious purposes ofFirst Lutheran Church of Duluth, Minnesota, a Minnesota non-profit religious corporation, with its principal office in Duluth, Minnesota, all as contemplated and permitted by Sections 170 (c)(2), 501(c)(3), and 509(a)(3) of the Internal Revenue Code of 1954.

**The Foundation’s Mission Statement:** To assist with shepherding the First Lutheran Church into the future to serve God through education and investing gifts.

**Grant eligibility requirements:**

* The Vision Council, Ministry Board, and Ministry Teams may submit applications, which must be approved by the Vision Council President, Ministry Board Chair, or Lead Pastor before submission.
* The Lead Pastor may submit applications for FLC staff members to attend conferences, seminars, workshops, etc. The Vision Council may apply for the Lead Pastor to attend these events. Requests for individual congregation members are not accepted.
* The Lead Pastor must approve all applications submitted by FLC staff.
* New grant requests are given precedence over recurring grant requests.
* Approved grant proceeds are payable to First Lutheran Church, which will, in turn, pay vendors identified in the approved grant application.

**APPLICANT INFORMATION:**

Is this a Vision Council, Ministry Board, or Ministry Team Application? Choose one: XXX.

Person Preparing Application: XXXX

Name: XXX

Telephone: XXX

## E-mail: XXX

## This grant application must have the support of the Vision Council or the Ministry Board and be signed by the Vision Council President, Ministry Board Chair, or Lead Pastor.

**PROJECT DESCRIPTION**: Attach a one-page description of the project, supporting documentation, and other descriptive material to help explain the project.

The Project Description must include:

1) How does this project fulfill the above mission of the First Lutheran Church Foundation?

2) Who will this project benefit?

3) Why is it needed?

**PROJECT BUDGET**: Include a separate attachment, including the complete project budget. The budget must include total anticipated income from the Foundation and non-foundation sources and expenses.

**PROJECT SCHEDULE**: Include a separate attachment with your project's planned timetable.

**FOUNDATION GRANT REQUEST DOLLAR AMOUNT: $XXXX**

# **FINAL REPORT**: A written final report is to be submitted within sixty days of the completion of the project (including budget and actual income and expenses).

**CERTIFICATION**

We certify that the information provided in this application is true and correct to the

 best of our knowledge.

 Signatures:

The person preparing the application: XXXXX

Vision Council President, Ministry Board Chair, or Lead Pastor: XXXXXX

Date: XXXXX

*The Foundation Board meets most months on the last Tuesday of the month. To be included on the Board meeting agenda, an application must be forwarded to the Foundation President via e-mail by the second Tuesday of the month. If the Foundation Board does not meet the month that it was submitted, it will be taken up at the next regularly scheduled Foundation Board meeting.*

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