

# FIRST LUTHERAN CHURCH OF DULUTH FOUNDATION

## Grant Application

### ABOUT THE FOUNDATION

#### Foundation Purpose

The Foundation supports the charitable, educational, and religious initiatives of First Lutheran Church through grants that help the congregation achieve its mission and plan for the future.

#### Foundation Mission

To assist with shepherding First Lutheran Church into the future to serve God through grants, education, and the stewardship of gifts.

### ELIGIBILITY

#### Who Can Apply

- Vision Council
- Ministry Teams (select from the drop-down list in the application)
- FLC staff (for requests related to professional development or ministry-related responsibilities)
- Lead Pastor

#### Required Approvals

- Vision Council & Ministry Team requests: Approval required from the Vision Council President or Vice President
- FLC staff requests: Approval required from the Lead Pastor
- Lead Pastor requests: Approval required from the Vision Council President or Vice President

#### What Cannot Be Funded

- Requests from individual congregation members

#### Funding

- New projects receive priority over repeat requests of the same type

#### Priorities

- Requests should support ministry growth, education, outreach, innovation, or sustainability

#### Grant Payments

- Approved funds are paid to First Lutheran Church
- FLC disburses payments directly to vendors listed in the application

### SUBMISSION TIMELINE

#### Board Meetings

Usually held on the last Tuesday of each month.

#### Submission Deadline

Applications must be received by the second Tuesday of the month to be included on that month's agenda.

#### If a Monthly Board Meeting is Canceled

If a board meeting is canceled, all submitted applications automatically move to the next scheduled meeting.

## AFTER THE GRANT IS APPROVED

### Final Report Requirement

A written final report is due within 60 days of project completion and must include:

- Narrative summary of the project
- Outcomes achieved
- Budget versus actual income and expenses

## QUESTIONS?

If you need assistance preparing the application, please click here to email the Foundation: [foundation@fcduluth.org](mailto:foundation@fcduluth.org)

## PREPARER: GO TO PAGE 3 TO BEGIN THE APPLICATION

## APPLICATION INFORMATION

Select the one option that best describes who is submitting this request. Ministry Team applicants must also select their team from the dropdown menu below.

Select One

Vision Council

Ministry Team      If you selected "Ministry Team," choose your team:

Lead Pastor

## PREPARER INFORMATION

Name of person preparing the application:

Telephone number:

Email address:

Date of application:

REQUESTED GRANT AMOUNT (dollars only, not cents)

\$

## PROJECT DESCRIPTION

1. Provide a short summary of the project (max 300 characters)

2. How does this project support the Foundation's mission to guide First Lutheran Church into the future through grants, education, and stewardship? (max 500 characters)

3. Who will this project benefit? (Max 500 characters)

4. Why is it needed? (Max 500 characters)

## PROJECT BUDGET

Sources of Income	Dollars	Comments (Max 45 characters per line)
First Lutheran Church Foundation		
Other Grants		
Donations		
Ticket sales		
Fundraising proceeds		
In-kind contributions		
Other Income		
<b>TOTAL INCOME</b>		

Sources of Expenses	Dollars	Comments (Max 45 characters per line)
Personnel		
Equipment		
Supplies		
Travel		
Printing/Copying		
Postage		
Rent/Utilities		
Marketing/Advertising		
Other Expense		
<b>TOTAL EXPENSES</b>		
<b>NET PROFIT / (LOSS)</b>		

### Supporting Documentation:

Documentation for all budgeted expenses (e.g. bids, quotes, invoices) must be included as a **separate attachment in your email**.

### Please confirm:

**Yes**, documents are attached separately

**No**, documents are not attached separately

(Max 300 characters)

**If no, briefly explain why:**

## PROJECT

Provide a brief project timeline (max 300 characters). List start and end dates, major steps, and key milestones.  
*Example: March–April: Plan event and recruit volunteers. May: Purchase materials. June: Host event.*

## PROJECT TYPE

Select whether this is a new project or a repeat of a previously funded project of similar type. New projects receive priority.

Select One:

New Project

Repeat Project of a Similar Type

## PREPARER CERTIFICATION

I certify that the information provided in this application is true and correct to the best of my knowledge.

Preparer's initials:

Date:

## APPROVER CERTIFICATION

Approver's name:

Approver's title:

I confirm that I have reviewed this application and discussed any needed clarification with the preparer.

All requests must be approved by the Vision Council President or Vice President. Staff requests must be approved by the Lead Pastor.

Approver's initials:

Date:

**Confirm the following by checking the boxes before sending the completed application to the Foundation:**

All required fields, marked with a red border, are complete in both the applicant and approver sections.

All supporting documents (bids, proposals, quotes, etc.) are included as separate email attachments.

The budget information aligns with the supporting documents.

The applicant's information is accurate and complete.