

FOR INTERNAL USE ONLY:

Date Received by EFB \_\_\_\_\_

Date Decision Made by EFB \_\_\_\_\_

MF Grant Code \_\_\_\_\_

**St. Andrew's Evangelical Lutheran Church  
ENDOWMENT FUND**

**MISSION FUND GRANT REQUEST  
501(c)(3) Organization APPLICATION**

**Please Note: Before a Mission Fund (MF) Grant Application can be submitted to the Endowment Fund Board (EFB) for consideration, Mission Fund Grant Request Applicants must make arrangements to be sponsored by a St. Andrew's Lutheran Church (SAELC) Committee.**

Name of 501(c)(3) Nonprofit Organization: \_\_\_\_\_

Federal ID # \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of Grant Requested – (A MF Grant Request may be for more than one type, below):

- Capital Expense \_\_\_\_\_ % of MF Grant budget attributable to General & Admin. Expense  
 General Operating Support \_\_\_\_\_ % of MF Grant budget attributable to General & Admin. Expense  
 Program/Project/Other \_\_\_\_\_ % of MF Grant budget attributable to General & Admin. Expense

MF Grant Proposal Title: \_\_\_\_\_

Total Amount Requested (Must be between \$1,500 and \$10,000): \_\_\_\_\_

Application Submission Deadlines:      Round #1 - April 15      Round #2 - September 15

Date funding requested by: \_\_\_\_\_

Anticipated starting date: \_\_\_\_\_ Anticipated completion date: \_\_\_\_\_

Organizational Total Budget (for 1 Year): \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_

Supply Organization Financial Information: *Attach a separate page.*

Number of employees: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ # Volunteers: \_\_\_\_\_

**ST. ANDREW'S EVANGELICAL LUTHERAN CHURCH ~ ENDOWMENT FUND**

**State the Mission of the 501(c)(3) Organization:**

**Describe the Proposal and how the Mission Fund Grant will be utilized,** as well as how it fits with the mission of St. Andrew's Evangelical Lutheran Church: *Attach a separate page.*

**Will opportunities exist for Volunteers to assist with the Grant Project?** If so, please describe.

**Have you previously applied to St. Andrew's Evangelical Lutheran Church for a MF Grant?**

- Yes  
 No

**Is this request being submitted exclusively to St. Andrew's Evangelical Lutheran Church?**

- Yes  
 No    **Total amount committed** from other sources: \$ \_\_\_\_\_

**Total amount uncommitted,** yet still needed: \$ \_\_\_\_\_

**Describe funding sources, other than SAELC Mission Fund, to be used:**

# ST. ANDREW'S EVANGELICAL LUTHERAN CHURCH ~ ENDOWMENT FUND

**Proposal – Timeline and Specifics** - *Reverse side may be used if additional space is needed.*

## **Mission Fund Grant Proposal Adjustments**

In the event that the Endowment Fund Board is unable to grant the full amount of the request, would the requesting organization be able to use a reduced grant for this proposal?    Yes    No  
*Please circle one*

**If "Yes", describe how the proposal would be modified.** Would you be able to complete 75%, 50%, or 25% of the proposal? Prioritize your needs and indicate how the organization you represent would be able to use a reduced grant.    *Use the reverse side, if necessary.*

### Example: Playground Installation

*100% Grant Awarded - Dead trees removed, Land cleared of brush, surface leveled, fenced & equipment installed.*

*75% Grant Awarded - Dead trees removed, Land cleared of brush, surface leveled and fenced*

*50% Grant Awarded - Dead trees removed, Land cleared of brush, and surface leveled*

*25% Grant Awarded - Dead trees removed, Land cleared of brush*

## ST. ANDREW'S EVANGELICAL LUTHERAN CHURCH ~ ENDOWMENT FUND

### APPLICANT 501(c) (3) CERTIFICATION

The undersigned representative of certifies that:

- (a) The information provided in this Grant Application is truthful, accurate and complete.
- (b) The Applicant represents a valid 501(c) (3) organization.
- (c) The undersigned has the right to enter into this Certification and to bind the Applicant accordingly.

The Applicant agrees that if awarded a Mission Fund Grant by the EFB on behalf of and in concert with the Organization the Applicant represents, the Applicant will enter into the Grant Agreement with the Endowment Fund Board and SAELC Sponsoring Committee.

The Applicant hereby grants the following rights and permissions to St. Andrew's Evangelical Lutheran Church, the Endowment Fund and the Endowment Fund Board (collectively "Recipient"): Recipient has the absolute right and permission to take, use, reuse, publish and republish the Applicant Organization's name, logo(s), photographic portraits, pictures or video, in whole or in part, or composite, without restriction as to changes or alterations from time to time (collectively "Material") in any and all media now or hereafter known, including, the reports, internet, advertising, newspaper or for any other purpose whatsoever in connection with the Application and any grant received thereby. The Applicant Organization waives any right to inspect or approve any finished product or products or the copy or printed matter that may be used in connection with such Materials or the use to which they may be applied. The Applicant Organization releases, discharges and agrees to hold harmless and defend Recipient from any and all liability by virtue of any reason in connection with the making and use of the Materials, including without limitation any claims for libel or violation of any right of publicity or privacy.

TO THE FULL EXTENT ALLOWED BY LAW, THE APPLICANT ORGANIZATION AGREES THAT RECIPIENT WILL NOT BE LIABLE TO THE APPLICANT ORGANIZATION OR ANYONE ELSE FOR ANY LOSS OF PRIVACY OR SECURITY, FOR LOSS OF REPUTATION, FOR FAILURE TO MEET ANY DUTY (INCLUDING BUT NOT LIMITED TO THE DUTY OF GOOD FAITH OR LACK OF NEGLIGENCE OR OF WORKMANLIKE EFFORT), FOR SPECIAL, CONSEQUENTIAL, INCIDENTAL OR PUNITIVE DAMAGES, DAMAGES FOR LOST PROFITS, OR FOR ANY AND ALL OTHER DAMAGES WHATSOEVER THAT ARISE OUT OF OR ARE RELATED TO ANY ASPECT OF THE APPLICATION AND INFORMATION DISCLOSED THEREIN.

*Applicant Organization Certification CONTINUED ON NEXT PAGE*

**ST. ANDREW'S EVANGELICAL LUTHERAN CHURCH ~ ENDOWMENT FUND**

**RESOLUTION**

**NO.**

**WHEREAS,** \_\_\_\_\_ (Corporation Name),  
wishes to file an application for a grant of funds for the purpose of \_\_\_\_\_  
St. Andrew's Evangelical Church Endowment Fund, Audubon, PA 19403; and

**WHEREAS,** the corporation intends to designate and authorize an individual to represent the corporation for purposes of carrying out all acts necessary to properly making said application, including, but not limited to, providing all information requested for the completion of the application and the qualification of the corporation for the grant, and carrying out and complying with all terms and conditions of the grant, if awarded.

**NOW THEREFOR BE IT RESOLVED:**

That \_\_\_\_\_ (Name of Representative) of  
\_\_\_\_\_ (Name of Corporation) is  
hereby authorized and directed to perform all acts necessary to properly complete and file an application for a grant of funds from St. Andrew's Evangelical Lutheran Church Endowment Fund on behalf of \_\_\_\_\_ Corporation Name) in an amount not to exceed \$\_\_\_\_\_, and upon approval of said grant/funds request to carry out and comply with all of the terms and conditions of said grant approval.

Date \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, Secretary of \_\_\_\_\_

\_\_\_\_\_ (Name of Corporation), do hereby certify that the above resolution was adopted in accordance with the By-Laws of the Corporation, is on file and record of the Corporation, and said resolution has not been altered, amended or revoked, and is full force and effect.

**St. Andrew's Evangelical Lutheran Church (SAELC)  
Mission Fund Grant  
Applicant Check List**

- The Application has been completed in its entirety and is signed.
- Evidence of 501(c) (3) Not-For-Profit status is attached.
- Certification executed by the authorized officer/representative of 501(c)(3) is attached.
- Communication occurred throughout the Mission Fund Grant process, between the Applicant and the SAELC Sponsoring Committee.
- Deliver the MF Grant Application to the SAELC Sponsoring Committee: in person, to the Church Office for placement in Sponsoring Committee's In-House Mailbox, or by mail, *C/o St. Andrew's Evangelical Lutheran Church 2725 Egypt Road Audubon, PA 19403  
Attn: Sponsoring SAELC Committee or SAELC Committee Chair*
- Applicant agrees to complete and submit "Six Month" (if applicable) and "Final" MF Grant Reports.

Please Note: The SAELC Sponsoring Committee Representative will review your Application and will contact you if additional information is needed prior to delivering it to the EFB.

Your patience is appreciated: SAELC Sponsoring Committees do not meet at the same time of each month; therefore, there may be a considerable time delay from when you submit your application, until the Endowment Fund Board receives all Mission Fund Grant Applications to be considered. Applications may be submitted at any time; however, it should be noted that no decisions will be made prior to **April 15** of each calendar year.

FYI - MF Grant Application Submission and Review Process:

- Step 1 - Completed MF Grant Applications is sent to your SAELC Sponsoring Committee Rep.
- Step 2 - SAELC Sponsoring Committee Rep. delivers the MF Grant Application to the EFB Liaison who presents the Application at the next regularly scheduled EFB meeting.
- Step 3 – The EFB reviews all MF Grant Applications received by the filing deadline
- Step 4 – Your organization will be notified of the MF Grant status, by mail, **no later than 60 days following the Mission Fund Grant Application filing deadline.**

Note: Every attempt will be made to expedite the decision and notification process.

**ST. ANDREW’S EVANGELICAL LUTHERAN CHURCH ~ ENDOWMENT FUND**

**MISSION FUND GRANT  
INTERIM PROGRESS REPORT**

*The interim Report is required, only, when project completion exceeds six months.*

If the completion of the Project is expected to take longer than six (6) months from the commencement of the Project, please complete the information below and provide the required narrative responses (Page 9) no later than fifteen (15) days following midpoint of the Project.

*Note: Information provided in this report may be used in materials and reports prepared by the Endowment Fund.*

<b>GRANT INFORMATION</b>	
Grant Number:	
Project Name:	
Sponsoring Committee Name:	
Committee Primary Contact:	
Partner Organization Name (If applicable):	
Organization Primary Contact:	
Total Grant Amount:	
Amount Dispersed - (As of the date of this report☺)	

The undersigned certifies that the information contained in this Interim Progress Report (including the attached narrative) is truthful, accurate and complete.

Signature of Committee Chair: \_\_\_\_\_

Signature of Authorized Representative  
Of Partner Organization: \_\_\_\_\_

Please mail a copy of the INTERIM EVALUATION REPORT and NARRATIVE to:

**Endowment Fund Board (EFB), President**  
St. Andrew’s Evangelical Lutheran Church  
2725 Egypt Road Audubon, PA 19403

**ST. ANDREW'S EVANGELICAL LUTHERAN CHURCH ~ ENDOWMENT FUND**

**MISSION FUND GRANT  
INTERIM PROGRESS REPORT**

*The interim Report is required, only, when project completion exceeds six months.*

**Narrative**

Please limit your responses to the questions below to a maximum of a total of one page.

1. Please write a brief narrative describing the progress of the Project covered by this grant. Please describe the impact of the Project on the population served.
2. Please describe any challenges that have occurred as the Project is being carried out. Please explain your strategy to overcome and address these challenges.
3. Please provide a brief financial summary, indicating how the funds have been dispersed to date. Kindly provide an itemized account of actual expenses for this period.
4. What methodology will you use to evaluate and measure Proposal effectiveness?

**ST. ANDREW’S EVANGELICAL LUTHERAN CHURCH ~ ENDOWMENT FUND**

**MISSION FUND GRANT  
FINAL EVALUATION REPORT**

This Mission Fund Final Evaluation Report must be completed following dispersement of all Grants and submitted to the Endowment Fund Board no later than thirty (30) days following completion of Grant Objectives, but in no event later than December 31st of the applicable calendar year. *The information provided in this report may be used in materials and reports prepared by the Endowment Fund.*

<b>GRANT INFORMATION</b>	
Committee Name:	
Organization Name	
Sponsoring Committee Primary Contact:	
Organization Primary Contact	
Grant Number:	
Project Name:	
Total Grant Amount:	
Final Grant Amount Dispersed	
Total Amount Contributed to Project from Non-Mission Fund sources:	

The undersigned certifies that the information contained in this Mission Fund Final Evaluation Report (including the attached narrative) is truthful, accurate and complete.

Signature of Committee Chair: \_\_\_\_\_

Signature of Authorized  
Representative of Organization: \_\_\_\_\_

Please mail a copy of the FINAL EVALUATION REPORT and NARRATIVE to.

**Endowment Fund Board (EFB), President**  
St. Andrew’s Evangelical Lutheran Church  
2725 Egypt Road Audubon, PA 19403

**ST. ANDREW'S EVANGELICAL LUTHERAN CHURCH ENDOWMENT FUND**

**MISSION FUND GRANT  
FINAL EVALUATION REPORT**

**Narrative**

Please limit your responses to the questions below to a maximum of three pages.

1. In a brief narrative, describe the progress made towards achieving the original goals of the grant.
2. Write a brief financial summary, indicating a description of how the funds were expended.
3. Has the grant:
  - (a) Stimulated new funding?
  - (b) Aided collaboration among community institutions?
  - (c) Increased volunteer involvement?
  - (d) Are there plans to sustain the project? Why or why not?
4. If the Project was completed with joint participation from your Organization and members of a SAELC Committee, what were the key elements in the coordination of the Project between the Committee and the Partner?