

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**

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

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

- Yes No If Yes, enter Application Date _____

Mission Fund 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

Anticipated starting date: _____ Anticipated completion date: _____

Organizational Total Budget for Current Fiscal Year: _____ Year End Date: _____
mm/dd/yyyy

Supply Organization Operating Budget: Attach separate Income Statement and Balance Sheet

Number of employees: Full Time: _____ Part Time: _____ # Volunteers: _____

ST. ANDREW'S EVANGELICAL LUTHERAN CHURCH - ENDOWMENT FUND

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

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

Describe the Proposal, high level goals to be accomplished, how the Mission Fund Grant will be utilized, and how it fits with the mission of St. Andrew's Evangelical Lutheran Church:

Proposal Implementation Details and Timeline:

Describe funding sources, other than St. Andrew's Evangelical Lutheran Church Mission Fund, to be used:

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

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.

ST. ANDREW’S EVANGELICAL LUTHERAN CHURCH - ENDOWMENT FUND

APPLICANT 501(c) (3) CERTIFICATION

The undersigned representative 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 Endowment Fund Board 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.

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.

Signature _____ Date _____

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 Lutheran 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 THEREFORE 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.

_____ Signature of Secretary

ST. ANDREW’S EVANGELICAL LUTHERAN CHURCH - ENDOWMENT FUND

St. Andrew’s Evangelical Lutheran Church (SAELC)
Mission Fund Grant
Application 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. Current Operating Budget is attached.
Most recent Audited Financial Statement is attached (if available).
- Income statement and balance sheet for most recent fiscal year end are attached
- Submit the Mission Fund Grant Application and any supporting documents by email to **EFB@standrewslutheran.com** OR mail to:

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

- Applicant agrees to complete and submit “Final” Mission Fund Grant Reports.
MF Grant Application Review Process:
 - The Endowment Fund Board reviews all Mission Fund Grant Applications received by the filing deadline.
 - Your organization will be notified of the MF Grant status, by email, **no later than 60 days following the Mission Fund Grant Application filing deadline.**

ST. ANDREW’S EVANGELICAL LUTHERAN CHURCH - ENDOWMENT FUND

**MISSION FUND GRANT
FINAL EVALUATION REPORT**

This Mission Fund Final Evaluation Report must be completed following disbursement of all Grants and submitted to the Endowment Fund Board no later than thirty (30) days following completion of Grant Objectives or no later than twelve (12) months from the receipt of the signed Grant Agreement. *The information provided in this report may be used in materials and reports prepared by the Endowment Fund.*

GRANT INFORMATION	
Grant Name	
Organization Name	
Organization Primary Contact	
Grant Number:	
Project Name:	
Total Grant Amount:	
Final Grant Amount Disbursed	

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 Authorized
Representative of Organization: _____ Date: _____

Please email a copy of the FINAL EVALUATION REPORT and NARRATIVE to EFB@standrewslutheran.com OR mail 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

In a brief narrative, describe the progress made towards achieving the original goals of the grant.

Write a brief financial summary, indicating a description of how the funds were expended. Did the Grant:

- a) (Stimulate new funding?
- b) Aid collaboration among community institutions?
- c) Increase volunteer involvement?