

MESSIAH LUTHERAN CHURCH ENDOWMENT FUND GRANT REQUEST

To apply for a grant, answer these questions and send your application by email to endowment@messiahvancouver.org. Please number your responses. There is no need to repeat the questions in your application. Your requests may be submitted any time but will be considered by the committee on a quarterly schedule.

Endowment grants are distributed in the following areas (examples of previous grants):

- ❖ National and International Outreach, Ministries, and Missions (World Gospel mission feeding children, Messiah Mission trip support)
- ❖ Local Community Outreach, Ministries and Missions (Winter clothing for local school children, emergency refugee fund, shut in member support)
- ❖ Programs or capital improvements within MLC and outside the operating budget (Special lighting for Godly Play, smart screen for MLC education room)

Grants requests for other than capital improvements have traditionally been limited to \$1,000 and under. Requests of \$500 and over require **submission of a budget with this request**.

All questions must be fully answered. Brevity is appreciated.

1. Applicant's name, email address, phone number.
2. Organization/Ministry for which funding is requested.
3. Amount of Request
4. Please provide a brief but complete description of the project.
 - a. What are the goals of this grant?
 - b. Describe the grant's need. Please be specific?
 - c. Who will benefit?
 - d. Why is this requested amount needed and how specifically will it be used?
5. Explain in which grant area your request falls.
6. What is your personal interest in the group or organization for whom the grant is requested?
7. What are you and/or your group bringing to the project to create a greater impact/value (e.g., time, skills, additional funding)?

8. Describe what kind of illustration **you will provide** that will share how these funds were used. e.g., comments, pictures, testimonials. We need to celebrate your project!
9. Do you plan to engage in the same, or a similar activity in the future? When?
10. Please provide the following information
 - To whom should a check be made payable?
 - Where should the payment be sent? Provide address.Or
 - What MLC budget area should be credited with the grant?

Financial stuff:

- **Receipts are required for expenditures.**

When receipts are unavailable, for example when donating to an outside non-profit who will spend the money, a letter from the non-profit explaining how the grant funds have been used must be provided by the grantee. It is the responsibility of the applicant to obtain this letter. Failure to do so may result in future denials of grants.

For Questions?

Please contact any of us on the Endowment Committee at endowment@messiahvancouver.org or to our personal emails:

Julia Jans	jansjj857@gmail.com
Janet Borst	janetcborst@gmail.com
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