

Grant Request Form

The Endowment Trust Fund of St. John Lutheran Church, Rocky Ridge, Ohio

About the Endowment Trust Fund

Together we are in the ministry of our Lord Jesus Christ. Your request for support is appreciated! The purpose of the Endowment Trust Fund is to strengthen and extend the ministries of St. John Lutheran Church by supporting grant requests (i.e., projects, initiatives, new or existing programs) in the following 2 categories:

- A. To ministries outside of the church through grants that:
 1. Support outreach ministries (e.g., Luther Home of Mercy, Lutheran Social Services of Northwest Ohio, Genacross) and other charitable organizations consistent with the Church's mission,
 2. Provide resources for education (e.g., seminary scholarships, Solomon Lutheran School),
 3. Support mission endeavors both domestic and foreign (e.g., World Hunger, Disaster Response, Lutheran World Relief).

- B. For the ministries and physical facilities associated within the church that:
 1. Support outreach ministries (e.g., free community meals, families in crisis)
 2. Provide resources as required for education (youth and adult),
 3. Support church projects to serve the needs of the congregation.

Funds shall be distributed through Annual Fund Distributions in accordance with the St. John Endowment Trust Fund Guidelines. Annual Fund Distributions shall be distributed based on the committee's recommendations.

Application Process

- The Endowment Trust Fund considers grant requests annually.
- Requests for grants must be received in the church office no later than September 30.
- Requests must be submitted by US mail or hand-delivered to the church office as follows:

St. John Lutheran Church
Attn: Endowment Trust Fund Committee Chairman
PO Box 69
Rocky Ridge, OH 43458

- Use this grant application form. Provide a response to each of the questions on these pages. You may visit our website www.sirroh.com to download a copy of this form in Microsoft Word or fillable pdf format. Feel free to extend your responses beyond the space provided, but please keep the entire application to less than 5 pages.
- If you choose to include additional supporting materials, please provide 6 hard copies of the additional material.
- Applicants will be notified of the status of their requests following our annual congregational meeting in February.
- Disbursements are mailed by February 28th of the year following the request.
- Grantees will be required to provide a short progress report to the Committee by September 30 of the year the grant was received.
- Contact the church office at 419-898-1058 if you have any questions.

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1) Grant Request Title: _____

2) Organization's Name: _____

3) Organization's Address: _____

4) Contact Person: _____

5) Contact Phone: _____

6) Contact Email: _____

7) Has your organization received funding from the St. John Endowment Trust Fund in the past? If so, how was that money used?

8) In which of the 2 categories listed on page 1 do you think your grant request fits (A or B)? Please explain.

9) Amount Requested: _____

10) SUMMARY (Provide a brief statement that summarizes the grant request.):

11) OBJECTIVES (Does the grant request have specific objectives? Provide more details about the grant request here.)

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12) BENEFITS (Explain who will benefit from the grant request. Explain how the request will strengthen and/or extend the ministry of Jesus Christ.)

13) PROCESS (Explain how the grant request will be carried out, by whom, and when.)

14) OUTCOMES (How will you measure the success of the grant request?)

15) BUDGET (Explain in detail the rationale for the requested funds including answers to the following questions: a) How much are you requesting from the Endowment Trust Fund? b) How will the grant money be used? c) Are other sources of revenue available for this project – e.g., operating budget, donations, fundraisers? d) If the grant request is not funded fully by the Endowment Trust Fund, will the project still be accomplished?; e) Is there a plan for sustaining this project in the long-term?)

16) How will your organization or project promote St John Lutheran Church, Rocky Ridge as a source of funding?

17) Signature of Organization Leader & date: _____