

## **NID ENDOWMENT FUND GRANT REQUEST GUIDELINES**

1. The Endowment Committee of the Northern Illinois District of The Lutheran Church—Missouri Synod will consider requests for grants for all programs consistent with the goals of the Northern Illinois District, from its congregations and any of the corporations, associations and recognized service organizations that are listed in the current *Lutheran Annual*, and for benefit of a community/group based in the LCMS Northern Illinois District.
2. Requests incorporating one or more of the following will receive particular attention:
  - Innovative projects that are designed to connect and engage with people in the surrounding community so that relationships can be developed and the potential for ministry exists.
  - Specialized training for groups or individuals that will equip them to better serve in the NID and the Synod, as well as to carry out the first bullet point.
  - Ministry initiatives which will lead, God willing, to new ways of seeing the Gospel in action, which will help people be the hands and feet of Jesus to all people.
3. The following will not be considered:
  - Grants to foundations or other grant-making institutions or organizations.
  - Grants directed to individuals.
  - Grants not in keeping with the goals of the Northern Illinois District.
4. The approval of a grant in no way implies a commitment to continuing support. Grants are made for one year, with options to submit requests for year two and three, but not beyond year three.
5. Ordinarily, the NID Endowment Fund will not be used for those efforts that are clearly part of the operational budget of the Project applicant.
6. Applicants must use the attached “Application for NID Endowment Fund Grant.”
7. Grant requests must be received by the Endowment Committee no later than April 15. The Committee will review all project requests with recommendations being made to the NID Board of Directors in May. Recipients will be notified as soon as possible, and funding may begin as early as June of that year. We do operate on a receipt-based system. Once receipts are submitted, funds will be released.
8. Those receiving assistance must expend the funds within eighteen months. Grants unspent after that time period will revert to the fund for reallocation unless a multi-year project is underwritten, or extenuating circumstances exist. In the latter case the recipient must formally request an extension from the Endowment Committee, explain the circumstances involved, and receive permission to retain the unspent balance.
9. Recipients are encouraged to develop a broad base of support for their activity.
10. Recipients will submit to the NID Endowment Committee a final report upon completion of the funded project, describing the work, evaluating the Project in terms of specific objectives, and giving a financial accounting of how the funds entrusted to their care were expended
11. Recipients will publicly acknowledge the support received in a manner agreed upon with the Endowment Committee. The Board of Directors, through its Communications Manager, will also publicize all grants.

**APPLICATION FOR NID ENDOWMENT FUND GRANT**

**DEADLINE: APRIL 15**

1. Date of Application \_\_\_\_\_

2. Name of Project \_\_\_\_\_

3. Originating Entity \_\_\_\_\_

4. Director \_\_\_\_\_

5. Project Coordinator \_\_\_\_\_

6. Date Project will begin \_\_\_\_\_

Date Project will end \_\_\_\_\_

7. Total Cost of Project \_\_\_\_\_

8. Amount of funding requested from NID \_\_\_\_\_

9. Describe the project. (Please feel free to answer this and the following questions on separate paper in order to give the Endowment Committee a clearer picture of what you are trying to achieve, why you are trying to achieve it, and how you intend to make your ministry project a reality.)

10. What is your goal? (Tell how this Project fits into the overall vision or “big picture” of what your ministry is trying to accomplish.)

11. How does the proposed Project fit into the district vision of seeing the Gospel in Action in the hearts and lives of the people serving and those served?

12. What are the **specific objectives** of the proposed Project? (What are the short-term outcomes that you expect to see from this Project?) The objectives must be measurable.

13. What is the **plan of action** to accomplish your objective(s)?

14. Why is the Project significant? (Who will benefit from this Project? What led you to propose this Project?)

15. Will you need future funding? If so, how do you propose to obtain it?

16. Please attach your proposed budget. We will also require receipts for monies spent as mentioned above.

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For Endowment Committee Use Only

Date Received: \_\_\_\_\_

Disposition: \_\_\_\_\_