

**Attachment A****Immanuel Lutheran Church Mission Endowment Fund  
Grant Request Form Guidelines**

The Immanuel Lutheran Church (ILC) Mission Endowment Fund exists to advance our purpose, *"We Share God's Gift of Love with All"* through responsible stewardship of gifts made to the fund.

**Guidelines**

The ILC Endowment Committee receives applications and selects Endowment Grant recipients.

Applications for grants are due by September 15th. The ILC Endowment Committee will disburse applicable funds by January 31<sup>st</sup> of the next year.

Grant Requests received for new Immanuel Lutheran Church projects or programs will be accepted through November 30th and awards granted before the end of the current year.

Should your application be selected to receive funding, all funds must be used for the purpose specified in the application, and any funding not spent for the stated purpose must be returned to the ILC Mission Endowment Fund.

Applicants who receive a gift will submit their final report 30 days after completion of the project/program or no later than November 1<sup>st</sup> of the year the grant was received.

Applications and interim / final reports shall be submitted to:

Immanuel Lutheran Church Endowment Committee  
707 W Fort St.  
Boise, Idaho 83702

**To be read and signed by the person responsible for the requested funds:**

I signify by my signature below that the information I have provided in this application is true and accurate to the best of my knowledge. I agree that if I am awarded a grant from the ILC Mission Endowment Fund, I will utilize these funds only for the purpose that was outlined in the application that I submitted to the Endowment Committee. I agree to provide the required reports (referenced above in the Guidelines section). I agree to promptly return any unused funds to the ILC Mission Endowment Fund. I give the Endowment Committee permission to have the information submitted in this application reviewed by the Endowment Committee members and give permission to the Endowment Committee to publicly acknowledge my organization.

**Signature** \_\_\_\_\_**Date Signed** \_\_\_\_\_

**Attachment B (page 1 of 3)**

**Immanuel Lutheran Church (ILC) Mission Endowment Fund  
Grant Application Form**

**Contact Information (please print)**

<b>Requesting Agency/Organization</b>		
<b>Person completing this application</b>	Last name	First name
<b>Mailing address</b>	Street address	City, State, Zip
<b>Phone contact</b>	Home, Business	Cell
<b>Email address</b>		

**Are YOU the person responsible for administering the requested funds? YES NO**

If "NO", provide the responsible person's Name and Contact Information below:

<b>Person responsible for administering the requested funds</b>	Last name _____ First name _____ Contact Information _____	
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**Project/Program Goal:**

Reflecting on our church's purpose, "We Share God's Gift of Love with All", describe how the requested funds will be used. (attach a separate page if desired)

**Attachment B (page 2 of 3)****Project/Program Need:**

Please include any data or statistics regarding your request for this funding. (Attach a separate page if desired)

**Target Population:**

Who will benefit from this funding? Examples include but not limited to: preschool children in Boise Bench area, Veterans in homeless shelters in Idaho, single parents in rural Uganda, etc.

**Expected Outcomes:**

How will the outcomes affect the target population and how will you measure it? For example: Number of individuals served, etc.

**Project/Program Details:**

1. What is the timeline for this project/program?
2. How will the work be accomplished?
3. What areas exist for ILC involvement?

**TOTAL AMOUNT REQUESTED FROM THE ILC MISSION ENDOWMENT FUND \$ \_\_\_\_\_**