

BETHLEHEM LUTHERAN CHURCH FOUNDATION GRANT APPLICATION FORM

OVERVIEW:

The Bethlehem Lutheran Church Foundation has been established to provide donors an opportunity to leave enduring financial gifts. These contributions earn investment income that is used to fund Bethlehem ministries apart from the annual budget or ministries and programs that are connected in some way to the values, vision and purposes of Bethlehem Lutheran Church.

TIMETABLE:

The Board of Directors of the Bethlehem Lutheran Church Foundation meets four times each year. Your request is due by January 1st, April 1st, July 1st, or October 1st to be included for consideration at the regularly scheduled meetings.

PROCEDURES:

All applicants must submit their request for grant on the approved Bethlehem Lutheran Church Foundation Application form, which may be revised from time to time. ***Please complete only the pages that relate directly to you as the applicant: (1) from a person or ministry within Bethlehem Lutheran Church; (2) from a Bethlehem/Spirit Garage member attending seminary; or (3) from an organization that is not part of Bethlehem Lutheran Church.***

Please deliver the completed application to
BLC FOUNDATION VICE CHAIR
4100 LYNDALE AVENUE SOUTH
MINNEAPOLIS MN 55409

If we need further information, you will be contacted before the meeting.

QUESTIONS:

If you have any questions, please call 612.312.3400 (which is Bethlehem Lutheran Church) and ask to leave a message for a Foundation Officer (all of who are volunteers and not on staff of the church) or you may send an email to bridgebuilders@bethlehem-church.org with one word "GRANT" in the subject line.

Thank you for your interest in the Bethlehem Lutheran Church Foundation and its endeavors.

**BETHLEHEM LUTHERAN CHURCH FOUNDATION
GRANT APPLICATION FORM**

PAGE ONE ...From a person or ministry within Bethlehem Lutheran Church

PROCESS:

This request must go through a channel of endorsements from a sponsoring Committee or Organization and Senior Pastor as well as the recommendation of the Church Council before being submitted to the BLC Foundation. Please do not submit this form to the Foundation until the appropriate signatures have been obtained.

Generally speaking the BLC Foundation will entertain requests for funding from inside the Bethlehem Lutheran Church community for:

1. Continuing Education for Bethlehem Staff ... While the BLC Foundation will encourage the congregation to provide continuing education for clergy and lay staff through its general budget, the BLC Foundation may supplement these provisions with Sabbatical grants and special educational opportunity grants.
2. Grants will be approved for non-recurring costs or expenses only.

PLEASE TELL US ABOUT YOURSELF or YOUR ORGANIZATION:

Staff Member/Committee/Organization: _____

Contact Person: _____

Telephone: _____

Email: _____

Briefly describe the mission of the activity/project for which you are seeking funds:

AMOUNT REQUESTED: _____

Signature of Sponsoring Committee/Organization _____

Date: _____

Signature of Senior Pastor _____

Date: _____

Signature of Church Council President _____

Date: _____

**BETHLEHEM LUTHERAN CHURCH FOUNDATION
GRANT APPLICATION FORM**

PAGE TWO ... From a person or ministry within Bethlehem Lutheran Church

- ✱ Please attach a more detailed description of the proposed activity/project
- ✱ Identify the objectives to be achieved and describe what methods you will use to achieve the objectives
- ✱ Include a timetable of the activity/project
- ✱ Include a statement of the benefits to be achieved by the activity/project
- ✱ If additional funds will be required to carry out the activity/project, please identify the source of those funds and the amount expected from each source

Process for submitting the grant:

The Foundation meets quarterly—in the months of January, April, July, October. To obtain the necessary approvals, plan to submit the grant the first Tuesday of the month prior to the Foundation Meeting to the sponsoring team/organization. For example if the Foundation meeting is in July, the application should be approved by the sponsoring committee at the beginning of June.

Process

| | |
|---|--------------------------------------|
| Signature of Sponsoring Team/Organization | First of month |
| Signature of Senior Pastor | First Tuesday of Month |
| Copy input with Council Packet | Second Tuesday of Month |
| Council Meeting Approval | Third Tuesday of Month |
| Submitted to Foundation | First of month of Foundation meeting |

**BETHLEHEM LUTHERAN CHURCH FOUNDATION
GRANT APPLICATION FORM**

PAGE ONE ...From a member of Bethlehem Lutheran Church or Spirit Garage who is attending, or is planning to attend, a Lutheran Seminary

PROCESS:

This request must come as a recommendation of a current Pastor of Bethlehem Lutheran Church and/or Spirit Garage before being submitted to the BLC Foundation. Please do not submit this form to the BLC Foundation until an appropriate signature has been obtained.

PLEASE TELL US ABOUT YOURSELF:

Name:

Mailing Address:

Telephone:

Email:

Degree you are pursuing:

Career objectives following graduation:

Length of time you expect to be in this program:

Seminary Name/Mailing Address:

Your account number at the Seminary:

Your total *tuition* obligation this year:

The estimated total *tuition* obligation to obtain your degree:

Please identify annual expenses other than tuition:

AMOUNT REQUESTED TODAY:

Signature of Pastor:

Date:

BETHLEHEM LUTHERAN CHURCH FOUNDATION

GRANT APPLICATION FORM

PAGE ONE ...From an Organization that is not a part of Bethlehem Lutheran Church

PROCESS:

Any organization seeking a grant from the BLC Foundation should (1) provide evidence of 501(c) (3) Tax-Exempt status or appropriate non-profit status and (2) show evidence of need.

Generally speaking, grants made by the BLC Foundation will be made for projects that relate to an established outreach mission of Bethlehem Lutheran Church. For information on Bethlehem missions, please refer to the Bethlehem web site: www.bethlehem-church.org. It is desired that the project includes participation from some members of the Bethlehem Lutheran Church family. It would be appreciated if the project provides for some method of feedback so that the BLC Foundation as well as the Bethlehem congregation can learn the results of the funded project. Grants will be approved for non-recurring costs or expenses only and will generally be made to support Lutheran Ministries.

PLEASE TELL US ABOUT YOUR ORGANIZATION AND YOUR MISSION:

Organization: _____

Contact person: _____

Mailing address: _____

Telephone: _____

Email: _____

Briefly describe the activity/project for which you are seeking funds:

AMOUNT REQUESTED:

- ✳ Please attach a more detailed description of the proposed activity/project
- ✳ Identify the objectives to be achieved and describe what methods you will use to achieve the objectives
- ✳ Include a timetable of the activity/project
- ✳ Include a statement of the benefits to be achieved by the activity/project
- ✳ If additional funds will be required to carry out the activity/project, please identify the source of those funds and the amount expected from each source