

## Funding Application Form for Agencies

**Christ Lutheran Church Mission Endowment Fund**  
425 Riverside Rd  
Belvidere, IL 61008  
815-885-2522  
clcelca@makingchristknown.org

### GUIDELINES

The Christ Lutheran Church Mission Endowment Fund exists to advance the mission of *Making Christ Known* through responsible stewardship of gifts made to the fund and disbursement of proceeds from the fund done in accordance with the by-laws that govern the fund.

The Christ Lutheran Church Mission Endowment Fund Committee receives applications from persons and organizations, and makes recommendations to the Congregational Council of Christ Lutheran Church for disbursements. The Congregation Council makes all decisions as to the final disbursement of grants from the fund to a qualifying person or organization.

Each application must have a member of Christ Lutheran staff or congregation council member designated as its “sponsor.” Project sponsors support the application and are available to explain the impact of the initiative on their area of staff responsibility.

Applications for grants are due the last business day of June by 12:00 noon. They must be submitted by the staff or leadership sponsor to the Mission Endowment Fund Committee for review at its first meeting following the application deadline date. The Mission Endowment Fund Committee will forward recommendations for grants to the Congregational Council for approval. Grants and scholarships awarded by the Mission Endowment Fund will be reported in the Annual Report of the Congregation.

All international applications must either be submitted through ELCA Global Mission or through the bishop’s office of an ELCA companion church.

*Any party funded must acknowledge the Christ Lutheran Church Mission Endowment Fund for their sponsorship, gift, underwriting, and generosity in making the project possible. This acknowledgement encourages others to contribute to the Mission Endowment Fund and to propose future projects.*

For further information or clarification contact the Mission Endowment Fund of Christ Lutheran Church at [MissionEndowmentFund@MakingChristKnown.org](mailto:MissionEndowmentFund@MakingChristKnown.org) or the church office.

**All items in Sections A, B, and C must be filled out completely:**

**Section A:**

Date of Request: \_\_\_\_\_

Project Name: \_\_\_\_\_

Requesting Agency/Institution: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

CLC Staff or Leadership Sponsor: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Estimated Project Budget:

*Please attach itemized budget or fill out Section C.*

**Section B: Project Narrative**

Which category best defines your request?

1. Support the advancement of the mission of the Church (making Christ known) beyond the congregation's normal ministries.
2. Promote health and wholeness in the name of Christ.
3. Equip and empower leadership development in the ELCA or full communion partners.
4. Further partnerships in mission between the congregation and Synodical, Regional and Churchwide expressions of the Evangelical Lutheran Church in America

Briefly describe the mission of the project or share the parent organization's mission statement:

On a separate sheet of paper describe how this project enhances or supports the Christ Lutheran Church's mission of *Making Christ Known*.

Please describe the specific program, activity, or need for which this grant is to be use. Is this a new program? If this is an on-going program, provide historical background and results.

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Other sources of income that will support this project: \_\_\_\_\_

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Attach or briefly explain a proposed timeline for project: \_\_\_\_\_

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**Section C:**

Estimated Project Budget: \_\_\_\_\_

Estimated Date(s) When Funds Are Needed: \_\_\_\_\_

Please attach a copy of one of the following: \_\_\_\_ your current budget; \_\_\_\_ your most recent financial statements; \_\_\_\_\_ your most recent audit or financial review.

*Grant applications made without the inclusion of this information will not be considered. If there is some reason you cannot supply this date (i.e. a start-up ministry), please contact the CLC staff or leadership sponsor for this application.*

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature of CLC Staff or Leadership Sponsor \_\_\_\_\_