

**Bethany Lutheran Church
Endowment Board of Trustees
Crystal Lake, Illinois**

**Endowment Fund Outside Organization Funding Protocols
Application Process**

The Endowment Board would like to help others as partners in Christ by supporting mission activities not only within our congregation, but also to support organizations outside of our church in projects that will stimulate and facilitate God's work in our community and beyond.

Bethany Lutheran Church's Endowment Fund Board of Trustees is pleased to announce the availability of a small number of Application requests that will extend our support of our mission beyond our congregation. Registered IRS 501(c)3 charities are eligible to apply for funding of \$500 - \$3,000. The deadline for Cycle 1 Funds is March 1 with determination of funding by May 1 and for Cycle 2, the deadline is September 1 with determination of funding by November 1. Applications are available in the church office and on the website.

ELIGIBILITY CRITERIA

Your organization must meet these basic criteria before an application will be considered:

- An organization must be an IRS-recognized 501(c)3 public charity or non-profit agency with evidence of tax-exempt status. A copy of the organization's IRS determination letter should be attached.
- An organization must not have received funds from the Bethany Lutheran Endowment Fund in the previous 3 years.
- Applications for operating or budget support, including salaries and capital improvements, will not be considered.
- All proposals should be consistent with the listed criteria and with the Bethany Lutheran Church Mission and Guiding Principles:

Mission Statement

We reflect Christ in message and actions

Guiding Principles

Jesus Christ is Lord and Savior.

We welcome and invite everyone.

We worship God as Father, Son and Holy Spirit through Word and Sacraments.

We are a community of faith who prays, cares, comforts and encourages.

We joyfully give with generosity and open hearts.

We grow and share our faith through teaching and hearing God's Word.

We faithfully serve our wider community and world.

CATEGORIES

In disbursing funds, the Board's emphasis shall be given to causes which are new and different each year.

The Board will consider and evaluate appropriate applications related to the following categories:

- **Evangelism**, including causes and programs which are consistent with the Endowment Fund's purpose of enhancing the mission of outreach, mission support and evangelism.
- **ELCA benevolent missions** in the USA or worldwide, including but not limited to, grants to the ELCA for new congregational development, professional leadership, educational ministries, global mission, ecumenism and social ministries.
- **Special Projects** that will support ministries that address issues of health, housing, hunger, and spiritual education in the local, national and worldwide community.

EXPECTATIONS FOR APPLICATION REQUEST RECIPIENTS

Awards that are not used within 12 months after approval will revert to the Bethany Lutheran Church Endowment Fund unless an extension is requested and granted by the Endowment Fund Board.

Groups awarded funds will be responsible for submitting an impact statement on how the funds assisted their project. Photos of the project and its impact help tell the story.

Applicant recipients are encouraged to submit photos with captions and may be invited to Bethany Lutheran Church to share stories during the funding year. Applicants are asked to publicize information about the funds received by including an appropriate description in the organization's print or electronic publications, such as an annual report. We also encourage that all recipients share the good news using social media whenever possible.

The Bethany Lutheran Church Endowment Fund reserves the right to share the information about funds and recipient organizations with the public using any legally permissible form of communication, including but not limited to, its website, print materials and social media.

Questions related to the Endowment Fund should be directed to Rev. Cathy Daharsh at the church office at 1-815-459-2690.

Applications are available in the church office and at: www.bethanylc.com

Applications should be submitted to:
Endowment Fund Board of Trustees
Bethany Lutheran Church
76 W. Crystal Lake Ave.
Crystal Lake, IL 60014

**Bethany Lutheran Church
Endowment Board of Trustees
Crystal Lake, Illinois**

**Endowment Fund Outside Organization Funding
Application**

Organization Name _____ 501(c)3 Tax Exempt # _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Phone (_____) _____

Contact Person/Phone (_____) _____

Website _____

Project Title _____

Funding Requested _____

Anticipated Date Funds will be Expended or Project Timeframe _____

How did you hear about the Bethany Lutheran Church Endowment Fund? _____

This request qualifies in the following category (refer to page 2):

- _____ Evangelism
- _____ Missions of the ELCA
- _____ Special Projects

Authorizing Signature _____ Date _____

On a separate sheet, in no less than 12-point type, please answer the following:

1. Mission and Goals

- Provide your mission and goals and a brief history of your organization (500-word maximum).

2. Project Description

- Describe your project for the use of the requested funds. Differentiate between funds that are committed and those that may come from other potential funding sources. In your narrative explaining why the Bethany Lutheran Church Endowment Fund Board should approve your application, briefly discuss how it is consistent with our Mission Statement and Guiding Principles. (500-1000 words)

3. Project Budget

- Provide a project budget on the provided template (see page 5).

4. Evaluation Plan

- Submit a plan for evaluating the project within one year of funding. Explain how success will be measured for this project (500-word maximum).

5. Organization's Board of Directors

- Provide the names of the organization's board of directors.

6. Current Budget and Funding

- Provide a copy of the organization's most current budget and list other sources of potential and/or secured funding for this project.

By my signature, I agree that our organization assumes full liability for the program being funded through this application. We hold harmless all officers, employees, agents and members of Bethany Lutheran Church and its Mission Endowment Fund.

In addition, I have the authority to sign and speak for the organizations listed. The information I provided is accurate. I further agree that if the program outlined is not completed within the time frame and specifications outlined, our organization will return upon request the grant monies distributed to us.

My organization agrees to share stories and pictures from our program with Bethany Lutheran Church.

Authorizing Signature _____ Date _____

