

# HOW TO APPLY FOR A GRANT FROM THE EMMANUEL LUTHERAN CHURCH ENDOWMENT FUND



**T**he Emmanuel Lutheran Church Endowment Fund (Endowment) leverages the generosity of our congregation to provide sustained, long-term support for Emmanuel and its various ministries. The Endowment invests the donations it receives and uses the income and earnings to provide grant funding for two purposes: Community Impact and ELC Facility Care.

## How do Endowment grants work?

The Endowment provides grants to 501(c)(3) charitable organizations, including Emmanuel, to support projects or ministries that align with Emmanuel's mission and help us carry forward God's work in our congregation, our community, and our world in a way that extends beyond our annual operating budget.

## What may Endowment grants be used for?

Community Impact grants may be used to transform or enhance one of Emmanuel's existing ministries or to launch a new ministry. A Community Impact grant also may be directed to 501(c)(3) charitable organizations other than Emmanuel. ELC Facility Care grants are used to care for Emmanuel's church facility, including maintaining, managing, and improving the physical campus or financing future technological needs.

Grants shall not be used to compensate for a general shortfall in Emmanuel's budget, to provide emergency assistance to individuals, or to reimburse individuals.

## Who is eligible to receive a grant?

Any 501(c)(3) charitable organization, including Emmanuel, ("grant seeker") is eligible to receive grant funding from the Endowment. If the charitable organization is other than Emmanuel, the grant application must identify a voting member of Emmanuel who vouches for the organization (the "ELC Sponsor"). Individuals are ineligible to receive a grant.

## Who may apply for a grant?

The Endowment Grant Committee will consider applications from either:

- An authorized representative of an eligible 501(c)(3) charitable organization that seeks funding (and for which an ELC Sponsor vouches); or
- A voting member of Emmanuel who seeks funding that will be directed either to:
  - Emmanuel; or
  - an eligible 501(c)(3) charitable organization, provided the voting member serves as the ELC Sponsor for the organization.

To avoid conflicts of interest, the Endowment Grant Committee will not accept applications from a member of Emmanuel's staff, a member of Emmanuel's Council, a member of the ELC Endowment Team, or the Endowment Grant Committee. Members of these groups also are not permitted to serve as an ELC Sponsor for a 501(c)(3) charitable organization.

## What is the grant application process?

To apply for an Endowment Grant, you must complete and submit the Endowment Grant Application Form (see attached) on or before February 19, 2023. Applications may be submitted online at <https://elcvienna.org/grants/> or by email at [grants@emmanuelutheranvienna.org](mailto:grants@emmanuelutheranvienna.org). You may also hand-deliver your application to the Emmanuel Church Office or send it to:

Emmanuel Lutheran Church and Preschool  
Attn: Endowment Grant Committee  
2589 Chain Bridge Road  
Vienna, VA 22181

The Endowment Grant Committee will review all applications and make recommendations concerning funding to the ELC Endowment Team. The ELC Endowment Team will determine which grant applications will receive funding and which will be declined.

All grant decisions of the ELC Endowment Team are final.

## When and how will I learn whether my grant application is successful?

The ELC Endowment Team will review all Endowment Grant Applications to determine which, if any, will receive funding. The Endowment Team will notify all grant seekers about the disposition of their requests, whether positive or negative, on or before March 25, 2023. Notifications will be made in writing via email and will be sent to the person who submitted the grant application.

Once all grants are awarded in each annual funding cycle, applications for grants that were declined become void. To be considered for a grant in the next annual funding cycle, an applicant or ELC sponsor must submit a new Endowment Grant Application Form.

# GRANT APPLICATION FORM

Emmanuel Lutheran Church  
Endowment Fund 2023 Funding Cycle



Emmanuel  
LUTHERAN CHURCH & PRESCHOOL

## Contact Information

Name of 501(c)(3) organization ("Grant Seeker"):

Full name of person submitting application ("Applicant"):

Grant Seeker's mailing address:

Applicant's telephone number and email address:

PHONE

EMAIL

Grant Seeker's website (if none, social media sites):

Full name of voting Emmanuel member who can vouch for the organization ("ELC Sponsor"):

Grant Seeker's 9-digit Federal Identification Number:

ELC Sponsor's telephone number and email address:

PHONE

EMAIL

## Information About the Grant

Grant amount requested:

Type of grant:

MARK (X) NEXT TO ONLY ONE OF THE FOLLOWING:

- Community Impact     ELC Facility Care

Purpose of grant:

Briefly summarize up to three primary goals of the project or ministry that would receive the grant (for example, "Expand Emmanuel's ministry to homeless people in Northern Virginia" or "Create new ministry to aid refugee resettlement").

**GRANT APPLICATION FORM**  
Emmanuel Lutheran Church  
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Emmanuel  
LUTHERAN CHURCH & PRESCHOOL

**Project or ministry description**

Tell us more about the project or ministry, including major elements, time line, target audience, estimated budget, how you will measure effectiveness of the grant, and how the project or ministry aligns with Emmanuel's mission. Please do not exceed 500 words. If available, please attach any documentation, such as a brochure or proposal that may be helpful to us in considering the Application.

Blank area for project or ministry description.

**Grant Seeker description**

If the Grant Seeker is a Section 501(c)(3) organization other than Emmanuel, please describe the organization, including its mission, and identify the members of its board of directors and other members of leadership or executive staff.

Blank area for grant seeker description.

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Emmanuel  
LUTHERAN CHURCH & PRESCHOOL

**ELC Facility Care Grant**

If this is an Application for an ELC Facility Care Grant, please describe to what extent the Applicant has coordinated this Application with the Property Team, the Church Administrator, and/or the Facility Manager?

How would you characterize the expense for which funding is sought?  One-time  Recurring

Does the amount requested reflect the full cost of the proposed project or ministry?  Yes  No  
(if no, please briefly explain):

Does the project or ministry have other sources of funding?  No  Yes

(if yes, please briefly identify the source(s) of funding (for example, the organization's operating budget, donor contributions, other grants, etc.):

Have you or the Grant Seeker previously requested funding for this project or ministry from Emmanuel Lutheran Church or the Endowment?

No  Yes, from Emmanuel  Yes, from the Endowment  Yes, from both entities

Have you or the Grant Seeker previously received funding for this project or ministry from Emmanuel Lutheran Church or the Endowment?

No  Yes, from Emmanuel  Yes, from the Endowment  Yes, from both entities

For any "yes" response, please identify how much the Grant Seeker received, the date the grant was awarded, what the funds were used for, and the impact the funding had on the project or ministry:

For any Applicant who is also the ELC Sponsor, is the Grant Seeker aware of this Application?

Yes, I spoke with \_\_\_\_\_ (provide name and title of Grant Seeker staff)

No (please explain briefly why you have not discussed the project with the Grant Seeker):

If the Grant Seeker is a Section 501(c)(3) organization, have you followed the organization's procedures for submitting this grant Application? For example does the Grant Seeker require that Applications for grants be approved by its Board of Directors or other executive leadership? Please explain.

**GRANT APPLICATION FORM**  
Emmanuel Lutheran Church  
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**Emmanuel**  
LUTHERAN CHURCH & PRESCHOOL

**Please use this space to provide any additional information you wish the ELC Endowment Team to consider:**

[Empty space for additional information]

*By submitting this application, the Applicant represents that any funds awarded to the Grant Seeker will be used for the purposes described in this Grant Application Form and that the ELC Sponsor is aware of and supports the Applicant's effort to secure funding from the Endowment Fund for the project or ministry described on this form.*

*The Applicant also agrees to respond to inquiries from the ELC Endowment Team or provide periodic reports regarding the success or impact of the project or ministry.*

**Applicant Signature and Date**

[Empty space for Applicant Signature and Date]

**ELC Sponsor Signature (if applicable) and Date**

[Empty space for ELC Sponsor Signature and Date]

Grant Application Forms must be completed and submitted on or before **February 19, 2023**.  
Applications may be submitted online at <https://elcvienna.org/grants/> or by email at [grants@emmanuel Lutheran vienna.org](mailto:grants@emmanuel Lutheran vienna.org).  
You may also hand deliver your application to the Emmanuel Church Office or send it to:  
Emmanuel Lutheran Church and Preschool  
Attn: Endowment Grant Committee  
2589 Chain Bridge Road  
Vienna, VA 22181

For additional information, please refer to the Endowment Grant Guidelines at <https://elcvienna.org/grants/>.