



Grant Request Form St. John Endowment Trust Fund, Inc.

About the Endowment Trust Fund

Together we are in the ministry of our Lord Jesus Christ. We welcome your request for support of this mission and ministry. The purpose of the Endowment Trust Fund is to strengthen and extend the ministries of St. John's Evangelical Lutheran Church, Oak Harbor Ohio, by supporting grant requests (i.e., projects, initiatives, new or existing programs) in the following two categories:

Category A – Ministries outside of St. John's church that:

- I. provide a foundation for outreach ministry
- II. provide resources for education and for mission endeavors of the Evangelical Lutheran Church in America, both domestic and foreign

Category B – Ministries and physical facilities within St. John's that:

- I. provide a foundation for outreach ministry
- II. provide resources for education and mission endeavors
- III. provide additional physical facilities as required to serve the needs of the congregation
- IV. maintain, preserve or improve the present physical facilities of the congregation

All grant requests will be considered, however grants being requested for covering or offsetting normal organization operating costs are discouraged. Projects, initiatives, and the advancement of new or existing programs are encouraged.

The Trust Fund may not be used for the St. John's congregation's normal operating costs included in the church's operating budget.

Application Process

- The St. John Endowment Trust Fund, Inc. considers grant requests annually.
- Requests for grants must be received in the St. John's church office no later than **September 30.**
- Requests must be submitted by US mail or hand-delivered to the address below as follows:

St. John Endowment Trust Fund, Inc.
Attn: St. John Endowment Trust Fund, Inc. President
122 W. Ottawa St.
Oak Harbor, OH 43449

- Use this grant application form. Provide a response to each of the questions on these pages. You may visit the church website www.oakharborchurch.com to download a copy of this form. Feel free to extend your responses beyond the space provided. Please keep the entire application to no more than 5 pages.
- If you choose to include additional supporting materials, please provide 8 hard-copies.
- Grant requests which have not been approved by the Trust Fund will be notified by December 31.
- The grant amounts for grant requests approved by the Trust Fund will be determined after the first of the following year.
- Grant disbursements will be mailed by February 15th of the year following the request.
- Grantees are highly encouraged to provide the Trust Fund with a short progress report by September 30 of the year the grant was received.
- Fully completed grant request forms will receive highest consideration by the Trust Fund.
- Please contact the St. John's church office at 419-898-6474 if you need assistance.

1) Grant Request Title:

2) Organization's Name:

3) Are you a 501(c)(3) organization?

If so, please provide your Tax Identification No.

4) Organization's Address:

5) Contact Person:

6) Contact Phone:

7) Contact Email:

8) Has your organization received funding from the Endowment Trust Fund in the past?

If so, how was that money used?

9) In which of the two categories listed on page 1 do you think your grant request fits (A or B)?

Please explain.

10) Amount Being Requested:

11) SUMMARY (Provide a brief statement that summarizes the grant request.):

12) OBJECTIVES (Does the grant request have specific objectives? Provide more details about the grant request here.)

13) BENEFITS (Explain who will benefit from the grant request. Explain how the request will strengthen and/or extend the ministry of Jesus Christ.)

14) PROCESS (Explain how the grant request will be carried out, by whom, and when.)

15) OUTCOMES (How will you measure the success of the grant request?)

16) BUDGET (Explain in some detail the rationale for the requested funds including answers to the following questions: a) How much are you requesting from the Endowment Trust Fund? b) How will the grant money be used? c) Are other sources of revenue available for this project – e.g., operating budget, donations, fundraisers? d) If the grant request is not funded fully by the Endowment Trust Fund, will the project still be accomplished?; e) Is there a plan for sustaining this request in the long-term?

17) How will your organization or project promote St. John's Evangelical Lutheran Church as a source of funding?

18) Signature of Organization Leader & date: