

Indiana District Ministry Support Grant

Guidelines and Instructions

The Mission of the Indiana District is to encourage and assist the Christian outreach and nurture of its congregations and other ministries. One of the ways that we strive to fulfill that mission is by providing grants to Indiana District congregations and other ministries.

Indiana District Ministry Support Grants are awarded with the intention of assisting District congregations with new ministry and outreach initiatives in the areas of workers, equipment and facilities.

Grants are awarded on an annual basis and are renewable for up to 3 years.

Ministry Support Grant Applications are accepted by the District Council for Congregation Outreach (CFCO) throughout the calendar year. However, July 10 and January 10 are the two semi-annual fiscal year deadlines for completed applications that will be considered for approval by the District Grants Committee and Board of Directors.

Subsequent year(s) renewal applications are due on the same date as the original application and will include activity and financial reports as well as updated financial plans.

It should be understood that applicants will be involved in significant planning during the application process allowing opportunity for interaction with the District Executive Counselor for Outreach and the CFCO. The CFCO will encourage and assist applicants with the intention of bringing sharp focus to the ministry plan to be funded by this grant. This will require sufficient lead time for facilitating the review and approval process.

Application Process and Approval Timeline

- To accomplish approval by a completed application deadline, it is recommended that applicants submit the initial application at least 6 months prior to the July 10 or January 10 due dates.
- The CFCO will perform final screening of completed applications as of those semi-annual due dates and the Executive for Outreach will submit those applications recommended for approval to the Grants Committee for their review and approval by the 15th of July and January.
- The Grants Committee will review applications received from the CFCO, directing any questions back to the CFCO for clarification. The Grants Committee will submit recommendations for grants to be approved to the Board of Directors at least 2 weeks prior to the scheduled September and March Board of Directors meetings.
- The final decision on all grants rests with the District Board of Directors based on the recommendations of the Grants Committee.

The maximum grant amount to be awarded is \$30,000 per year with the possibility of renewal for two additional years for a total of \$90,000 over a three year period.

Grants will be based on the shared financial responsibility commitment of the applying congregation or other ministry and funding up to one-third of the projected expenses for a 12 month period. (Example: For projected 12 month expense of \$60,000 eligible grant funding would be \$20,000). If applying for grant funding for personnel, salary and benefits should be reflective of Indiana District Salary Guidelines.

Facilities oriented grants are based on reimbursement of actual LCEF loan interest paid up to \$15,000 per year for a maximum of 3 years. Congregations requesting assistance with building acquisition or renovations will be referred to The Lutheran Church Extension Fund District Vice President (LCEF- DVP) for loan application, vetting and approval. Approved loan applicants are eligible to apply for the District interest reimbursement grant after completing 12 months of payments by submitting documentation of actual interest paid.

The Indiana District *does not* award grants:

- To fund operating or capital campaign deficits
- For sponsorships or group trips
- For annual campaigns or appeals
- For programs or projects outside of the Indiana District-LCMS
- For programs or projects contrary to the faith and practices of the Lutheran Church-Missouri Synod

Grant Guidelines and Instructions

Please supply the following supporting documents in the order listed below. Use a 12-point font and submit six (6) copies of the entire application including requested supporting documents. Please do not include materials not requested.

Include the following supporting documents with your grant narrative.

1. Cover sheet (See below)
2. Grant narrative (See below)
3. Organization budget
4. Project / program budget
5. Three year financial plan
6. Other funding sources committed to this project/program
7. Financial statements, preferably audited, showing actual expenses including the following:
 - a. Balance sheet
 - b. Statement of activities (income and expenses)
 - c. Statement of functional expenses
8. List of board members

Indiana District Ministry Support Grant Cover Sheet

Congregations / Other Ministries Information

Name:

Phone:

Address:

City:

State:

Zip:

Website:

Mission Statement:

Baptized Members:

Communicant Members:

Average Worship Attendance:

Pastor's Information

Name:

Phone:

Email:

Grant Contact Information (If other than the Pastor)

Name:

Phone:

Email:

Grant Request Information

Project/Program Title:

Total Project/Program Budget:

Start and End Date of the Project/Program:

Requested Amount:

Signatures

The signatures of the following are required in order for this application to be considered. They will be contacted should clarification regarding this application be necessary.

Organizational Representative

Date

Chairman of the Congregation

Date

Indiana District Ministry Support Grant Narrative

Purpose of the Grant

1. Project / Program Description. How it will be implemented? Include the key activities and timeline.
2. Who will be the primary person to carry out this project / program and what are their qualifications?
3. What is the geographic area to be served by this project / program?
4. Describe the needs to be addressed through this project / program.
5. Describe your demographics. Include the approximate number of participants who will be served through this project / program.
6. What are the objectives to be accomplished by this project / program?
7. How does this project / program support the outcome of your strategic plan?
8. How will the project / program be sustained at the end of the grant period?

Evaluation

1. Describe the anticipated project / program outcomes.
2. Please explain how you will measure the success of the program / project.
3. Who will be involved in the evaluation of this work (staff, board, constituents, community, consultants)?
4. What will you do with your evaluation results?