

MINDEKIRKEN FOUNDATION

GRANT APPLICATION FORM

PLEASE READ THE PROCEDURES
ON THE BACK OF THIS FORM

Application # _____

Routing Dates:

Submittal _____

Church Council Review _____

Foundation Endorsement _____

Letter to Applicant _____

Foundation Check Issued _____

1. Name of Person, Committee or Work Area making request: _____
2. Address for response: _____
Email: _____ Phone: _____
3. Briefly describe your request or proposal (attach a separate page if necessary to explain purpose and details): _____

4. Grant request amount: _____
5. Please provide a budget breakdown for use of grant funds you are requesting: _____

6. Period of grant: From _____ To _____
7. Describe how your proposal fits within the guidelines of the Mindekirken Foundation: _____

8. Who will monitor and/or be responsible for this grant? _____
9. Describe the method to be used to determine the success of the grant: _____

10. Who will prepare the annual written report to the Foundation on the progress of this project or program? _____

I have read and understood the responsibilities of the Grant Recipient in the Grant Application Guidelines and Procedures and if this grant request is approved, I will fulfill those responsibilities.

Signed: _____ Date: _____

Submit this request to the chair of the Mindekirken Foundation Grant Making Committee.

Church Council Endorsement

Signed: _____ Date: _____

Comments: _____

Grant Making Committee Recommendation:

Comments: _____ Date: _____

MINDEKIRKEN FOUNDATION

PROCEDURES FOR GRANT APPLICATIONS

Thank you for submitting a grant application to the Mindekirken Foundation! By doing so, you, your ministry or work area is demonstrating the type of initiative that will continue to enhance the mission and work of Mindekirken as a spiritual and cultural center for Norwegian Americans, as well as a warm and inviting place for visitors and members alike, where people join in fellowship across different ages and cultural backgrounds. The Foundation will earnestly consider your application, and support your effort if at all possible. The following procedures are designed to help you expedite your application, and to assist the outcome of your endeavor.

1. Mindekirken Foundation members may apply for Foundation grants, according to the Foundation by-laws.
2. Please review the "Policies for Use of Foundation Funds." Note that the program or project you propose should *directly* benefit Mindekirken and its members, be new or innovative, an enhancement to an existing program or one that meets new needs not reasonable foreseeable at the time of budgeting. Please describe in part 3 how the project or program meets these guidelines. Also, if the grant request is to be part of a larger budget, how will the rest of the funds be earned?
3. Submit your completed application to the Grant Making Committee by the deadline date.
4. The Grant Making Committee will present the application to the Church Council for their recommendations and will then consider and act upon the application and forward its recommendations to the Foundation Board. The Foundation Board will make a final decision regarding the application at its next meeting. The Board's determination will be promptly forwarded to the "Address for response."
5. Part 9 applies particularly to new or innovative projects and programs. How do you propose to determine whether the project or program met expectations? You should also show a plan for continuation and sustainability beyond the initial donation.
6. If feasible and practical, any publicity relating to the project or program should include mention of support received from the Foundation. Doing so will help us raise awareness of the importance of the role the Foundation plays in the life of the Church.
7. When you prepare your report, please include an assessment as to whether the activity of the program or project should become part of the Church's ongoing ministries. You may need to attach a separate page for this purpose.

MINDEKIRKEN FOUNDATION

POLICIES FOR USE OF FOUNDATION FUNDS

Guidelines for Use of Funds

The sole purpose of this Foundation is to raise and administer funds in support of the Norwegian Lutheran Memorial Church provided that distribution from the fund shall be made from earned income in accordance with section 1.3 of the Foundation By-laws. Earned income amounts shall be determined by the Foundation Board of Directors at its quarterly meetings. "Earnings" from the Foundation's investments will be used to further the church's ministries by supporting new programs, enhancing existing programs, and helping meet unanticipated needs not provided for in the annual operating budget of the Church. Innovative programs are encouraged. Primary emphasis should be given to supporting a new or innovative program or activity; and, in general, requests for funding of "consumable" type supplies or materials should be limited to those necessary to enable or substantially enhance a Ministry program.

"Earnings" shall be determined based on the balance of a fund at the close of the preceding calendar year. To assist ministries in planning for projects in the succeeding church year, ministries will be advised of fund balances and estimated "earnings" as of each year. This will be communicated via the Mindekirken newsletter (*The Communicator*) and the Mindekirken website.

No more than one-third of the available funds for any one year may be granted to one project. Applications for continued funding in subsequent years will be considered.

Acknowledgement of Foundation Support

Users of Foundation funds are expected to include mention of support received from the Foundation in any publicity relating to the project or program.

Reporting as to Use of Funds

A Ministry or Committee which is the recipient of a grant will provide the Foundation with an annual report at the Foundation annual meeting about the project or program for which the funds were used or for which the grant was received.