



Christ the King Foundation Grant Application

Date of request: _____

Project or Program Name: _____

Contact Person(s): _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

NOTE: Process/ timeline information

The Foundation Board of Trustees acts on grant requests during its June and December meetings. Grants must be submitted by April 1 or Oct. 1 to be considered. Requests *must* be submitted on the *CtK Foundation Grant Application* form by email, for action to be taken. *All grant requests must be submitted electronically.* (See CtK website for downloadable form: www.lifeatctk.org/foundation. The website has the Foundation Grant Submission and Evaluation Process information, as well.)

All grant proposals will be forwarded to the Congregation Council by the Foundation Board. The Council will review and provide input to the Foundation Board.

A grant contact person or program representative may be requested to attend a Foundation meeting to present the proposal and/or respond to questions.

Grant recipients must report outcomes/progress of their goal(s) and share pictures (if available) or other results of the grant within a year of receiving the grant and annually for multi-year grants. For multi-year grants, an annual progress report is to be submitted prior to distribution of additional funds. A letter will be sent on the initial grant award and at the end of the first or each year reminding the grantee of the due date for the annual/final report. (See page 5 for report documentation.)

For questions, please contact Foundation President, Gary Floss, at garyfloss@comcast.net or 651-636-3268.

APPLICATION

Please respond to the following questions fully and completely. You may include appropriate documentation or attachments. Incomplete proposals will not be considered for funding and will be returned for making revisions.

- 1. Provide a succinct, but thorough, description of the proposed project, including how this grant will help your organization reach its goals.**

- 2. Who will benefit from this proposed program or project, and how does this project further the mission of Christ the King Lutheran Church?**

- 3. What is the research/evidence that this funding will make a difference? Why should this program/project be funded?**

- 4. Upon successful completion of the project, what is the proposed plan for future continuation and financial sustainability? This description should include anticipated future expenditures that would be critical to the projects successful continuation.**

- 5. Which CtK Team, standing committee and/or CtK staff-person will be involved? What is their role in the implementation process?**

6. Program Implementation:

Goal(s)	Activities	Who's Responsible	Timeline	Measurement of Success

7. Estimated budget for this program or project:

Activities (Please use list from above)	Total Project Cost	Foundation Grant Request	In-kind/Other Funding (Amount & Source)
	Total _____	Total _____	Total _____

Amount Requested _____ Amount Approved _____ Request Denied _____ Date _____

Supplementary Documentation:

INTERIM OR FINAL REPORT

Grant recipients must report outcomes/progress of their goal(s) and share pictures (if available) or other results of the grant within a year of receiving the grant and annually for multi-year grants.

- 1. How did the grant funding help your organization/committee reach its goal(s)?**
- 2. If this is an interim report, describe the progress or accomplishments toward reaching the goal(s).**
- 3. Who benefitted and how did the grant further the mission of CTK?**
- 4. Describe how this project will be self-sustaining when completed.**
- 5. Summarize budget and expenditures for the project.**