

St. Francis Lutheran Church

**Endowment**

Grant Application for 2024

**The Ministry of the Endowment**

The St. Francis Lutheran Church Endowment is a ministry of the Congregation through which members and friends can permanently continue their financial support of the mission and ministry of St. Francis Lutheran Church, as well as support of organizations and ministries with similar values in the San Francisco Bay Area, across the country and around the world. All bequests from wills, life insurance, trusts and other estate gifts, unless otherwise designated, are placed in the Endowment. Only the income earned from the Endowment is spent each year, half being used to fund the mission and ministry of the Congregation and half for grants to other ministries and organizations.

**Endowment Grants**

The value of the St. Francis Endowment is approximately **$2,200,000**. Annual earnings from investing this fund are used for grants. Beginning with our 2020 grants, **applicants have been able to apply for one of these two categories: New Projects and Initiatives; or Ongoing Operations**.

An application for a **New Projects and Initiatives** grant requires submitting an overall organization budget for the current year and a project budget (for the project for which funds are being requested). Both budgets must show both income and expenses. Grant amounts typically range from $250 to $3,500. These grants include the expansion of current programs.

An application for an **Ongoing Operations** grant requires a previous year financial report showing actual income and expenses as compared to budget and a current year overall organization budget. Both the financial report and the budget must show both income and expenses. Grant amounts typically range from $250 to $2,500. These grants are for general operating expenses.

**Application Process and Timing of Grant Disbursements**

Applications may be made by filling in the following pages and then e-mailing this document to stfrancis@sflcsf.org. Considerations include alignment of the project’s goals with the mission of St. Francis Lutheran Church and its interests in justice and inclusion. We are particularly interested in funding ministries and organizations that are led by Black and other BIPOC people and that serve these same communities.

The Endowment Committee meets four times per year to review applications and make funding recommendations to the congregation’s Council. Because we had more requests for funding in 2023 than we had funds, we anticipate this may happen again in 2024. We may defer grant applications submitted earlier in the year until later meetings so that we may evaluate them all together.

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| **Application Deadline** | **Committee Meeting** | **Council Meeting** | **Grant Disbursal** |
| Jan. 15, 2024 | Feb. 1, 2024 | Feb. 20, 2024 | March 20, 2024 |
| April 15, 2024 | May 2, 2024 | May 21, 2024 | June 21, 2024 |
| July 15, 2024 | Aug. 1, 2024 | Aug. 20, 2024 | Sept. 20, 2024 |
| Oct. 21, 2024 | Nov. 7, 2024 | Nov. 19, 2024 | Dec. 19, 2024 |

**Applications received without organizational and project budgets/previous year financial reports, or a plan to produce an impact report will not be considered. All budgets and financial reports must show both income and expenses.**

Please contact us ahead of time if you have questions about the application and/or required budget/financial documents. We will be happy to review a draft of your application package a week or more ahead of the deadline to advise you if the committee is likely to have all the information it will need to make its decision - this is especially important for first time applicants.

Thank you for applying!

St. Francis Lutheran Church **Endowment** 2024 Grant Application

*Use this application form beginning January 1, 2024. Do not use after October 21, 2024. A new version of this application form will be made available for grants in 2025. Thank you for applying!*

The organization name you fill in below will be used as the payee of the check. Both the letter informing you of the terms of the grant and the check will be mailed to the individual contact name at the mailing address you fill in below. This person will be the only individual we will communicate with regarding your grant application (so they should be the person e-mailing the application to us and asking any questions of us).

|  |  |
| --- | --- |
| **Organization Name (our check will be made out to this):** | |
| Your Contact Name (this is the one person we will communicate with about your grant): | |
| Your Contact Name’s Mailing Address (we will mail the check and grant letter to this address): | |
| Your Contact Name’s Phone Number: | Your Contact Name’s E-mail Address: |
| Organization Website: | Date Grant Application Submitted: |
|  | |
| **Check One: \_\_\_ New Projects and Initiatives Grant \_\_\_ Ongoing Operations Grant** | |
|  | |
| **Amount of Funding Requested: $** | |
|  | |
| Organization Current Year Budget Attached (showing both income and expenses)? \_\_\_Yes | |
| Project Budget Attached (showing both income and expenses)?  Note: Only for New Projects and Initiatives applications \_\_\_Yes | |
| Previous Year Financial Report Attached (showing both income and expenses)?  Note: Only for Ongoing Operations applications \_\_\_Yes | |
|  | |
| How did you learn about applying to the St. Francis Lutheran Church Endowment for a grant? *Use this space to enter a few sentences explaining how and/or who connected you to us or remind us that you are a previous grant recipient.* | |
|  | |
| What will the funding be used for? *Use this space to enter a paragraph or two about your project and its purpose (if a New Projects and Initiatives Grant) or about your ministry’s/organization’s work (for Ongoing Operations Grants).* | |
|  | |
| How will this grant further the mission and ministry of St. Francis Lutheran Church? *Use this space to enter a paragraph or two explaining the alignment of your work with the congregation and state why funding should be given.* | |
|  | |
| When will you provide the impact report? What information do you foresee including in this report? *Example response: 6 months following receipt of this grant, we will provide receipts for purchase of a stove to feed the homeless, and a head count for meals disbursed after the purchase.* | |

**Applications received without organizational and project budgets/previous year financial reports (that show both income and expenses), or without a plan to produce an impact report, will not be considered.**

You may include additional information. Return this completed form, along with an organizational and project budget and plan for impact report, to: [stfrancis@sflcsf.org](mailto:stfrancis@sflcsf.org).

Again, please contact us ahead of time if you have questions about the application and/or required budget/financial documents. We will be happy to review a draft of your application a week or more ahead of the deadline to advise you if the committee is likely to have all of the information it will need to make its decision.

Thank you for applying!