



Christ the King Foundation

GRANT REQUEST FORM-revised 01-10-06

What is The Foundation?

The “Christ the King Lutheran Church Foundation” is a nonprofit organization established in 1989. The Foundation’s purpose is to provide funds for educational, charitable and religious programs of Christ the King Lutheran Church and to help the church meet new challenges and opportunities which would not normally be met by the annual budget.

The mission of Christ the King Foundation is: *To receive charitably gifted funds, invest and manage these funds, and to provide a financial support for non-budget religious, educational, and charitable programs that further the ministry of Christ the King Lutheran Church.*

Criteria

1. The grants will be awarded in the following categories and percentages of annual distributions.
 - a. Christ the King congregational needs – 20 % of annual distributions.
 - b. Community needs – 20 % of annual distributions.
 - c. Global Missions – 20 % of annual distributions.
 - d. Any of the above – 40 % of annual distributions.
2. All grants must be submitted on the CTK Foundation Standard Form.
3. The following activities are not fundable through the CTK Foundation:
 - Grants to individuals
 - Political activities
 - Routine budgetary items
4. Emphasis is on seed funding.

General Information

Date of request _____

Project or Program Name: _____

Contact Person(s): _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email _____

NOTE: Process/ timeline information

Contact person or program representative may be requested to attend a Foundation meeting to present the proposal.

The Foundation Trustees meet every other month throughout the year. They will take action on pending grant requests at each meeting. Requests must be submitted in writing before each meeting, for action to be taken.

Amount Requested _____

Amount Approved _____

Request Denied _____

Date _____

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.

1) What is the name of the project?

2) Briefly describe the proposed project.

3) Who will benefit from this proposed program or project?

4) Who will manage the program or project?

5) What is the projected timeline of the program and estimated date of completion?

6) How will the project be implemented?

7) How will you measure success of the program?

8) What is the estimated budget for this program or project? (Please attach a detailed budget)

9) What is the amount of financial request from Christ the King Foundation?

10) Will other funding sources be involved?

11) What is the proposed plan for future funding?

12) Has the congregational council been made aware of this proposal?

13) What is the Congregational Council recommendation on this request?

14) Which CTK Team, standing committee and CTK staff-person will be involved?

15) How will this project further the mission of Christ the King Lutheran Church?