



Grace Endowment Fund for Prince of Peace Church Application Form

Prince of Peace Lutheran Church
4 Northcrest Drive * Clifton Park, NY, 12065-2744
Telephone: (518) 371-2226 (Church Office)
www.poplutheranchurch.org

All proposals should be consistent with this statement:

Grace Endowment Fund for Prince of Peace Mission Statement

This endowment was created to strengthen or provide innovation in areas of worship life, spiritual experience, and social action ministries of Prince of Peace Lutheran Church as well as to support ministries that address issues of health, housing, hunger and spiritual education in the local, national and world-wide community.

Proposals are accepted year-round. Deadlines for consideration in the fall and spring grant campaigns are announced in the Faithworks, which is available weekly at www.poplutheranchurch.org.

All applications must be filled out completely and submitted either

by email at endowment@poplutheranchurch.org or

by US mail addressed to "Grace Endowment Application c/o Prince of Peace Lutheran Church"

You do not have to be a member of Prince of Peace Church to submit an application or to receive funds.

Section I

Date (mm/dd/yy): _____

Brief Title for Proposal: _____
Title should reflect the primary purpose of the project

Name Of Organization _____

501 C3 Number: _____ **Amount of Money Requested: \$** _____

Contact Person: _____

Telephone: (_____) _____ - _____ **E-mail:** _____

Address: _____

Section II:

With this application attach a written proposal detailing the following information:

- Mission and goals of the proposing organization
- History of the organization
- Reasons for the request (specific need) and the plan to achieve the project's goals
- Relationship of the project to anyone in the Prince of Peace Lutheran Church community, if any.
- A plan for evaluating the project within one year of funding
- Enclose a copy of the organization's most current budget and the names of the officers and members of the organization's board of directors.
- You will be notified if any additional information is needed to complete the evaluation process.

Procedures to Administer Grants

- The Vision and Ministry Team evaluates proposals and recommends grant amounts based on available funds. Prince of Peace Lutheran Church Council adjusts as needed and gives final approval.
- Guidelines for proposal evaluation are attached below and are available online at www.poplutheranchurch.org.
- Grant winners will be announced to the Congregation after approval. Recipients will be contacted directly to arrange transfer of funds.
- Reports of project completion for each award are requested to be submitted by email to endowment@poplutheranchurch.org within 12 months of the award date depending upon the schedule of the individual project. These reports are shared with the congregation.
- All grant award monies should be utilized within 24 months from the grant approval. Any surplus funds should be released back to the Fund for use on other projects.

Guidelines for Proposal Evaluation

Proposals will be evaluated on the basis of the criteria listed below. Level 1 criteria are mandatory, but it is advisable to present a proposal and plan that clearly identifies responsiveness to Levels 2 & 3 criteria where pertinent.

- **Level 1 Projects must meet the following criteria to be considered for funding:**
 - The application must be complete, clear and well-defined. *(The team may return applications that do not meet these standards and invite either clarification or resubmission during the next project cycle.)*
 - Projects must clearly fall outside the scope of the Prince of Peace Church Annual budget.
 - **Level 2 Projects should meet these criteria:**
 - The project is consistent with the mission statement of the Ministry Team as defined on the Grant Application Form.
 - The project meets a specific, compelling and/or immediate need
 - The proposal clearly defines how the grant money will be expended
 - The proposal plan has reasonable potential for success
 - The proposal cannot be indefinitely open-ended with regard to Prince of Peace Vision and Ministry Team support
 - Related follow-on proposals may be entertained, but project goals should be distinct from past proposals
 - If the proposal is for an ongoing project, a plan for self-sufficiency should be apparent
 - **Level 3 In making their final decision, the committee will also consider the following characteristics:**
 - Origination or involvement of Prince of Peace Lutheran Church members in the proposal and project will be viewed favorably
 - Unique projects will be viewed favorably
 - Projects with an enduring nature will be viewed favorably
 - Worthy projects that might be difficult to fund through other means will be viewed favorably
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For any additional information, go to www.poplutheranchurch.org.
Please send questions to endowment@poplutheranchurch.org.