



## 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](http://www.poplutheranchurch.org)

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### *Grace Endowment Fund for Prince of Peace Mission Statement*

*All proposals should be consistent with this 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.*

*Grant deadlines are March 1 and September 1 for proposals unless otherwise announced. All Applications must be filled out completely and submitted either by US mail or [endowment@poplutheranchurch.org](mailto:endowment@poplutheranchurch.org). You do not have to be a member of Prince of Peace Church to submit an application or to receive funds.*

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### **Section I:**

**Date** (mm/dd/yy): \_\_\_\_\_

**Name Of Organization** \_\_\_\_\_

**501 C3 Number:** \_\_\_\_\_ **Amount of Money Requested:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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### **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 be put in place to achieve the project's goals
- Any relationship of the project to any one of the Prince of Peace Lutheran Church community
- 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.

*Guidelines for proposal evaluation are attached and available online at [www.poplutheranchurch.org](http://www.poplutheranchurch.org)*

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*Reports on each award will be requested to be received within 12 months of the award date depending upon the schedule of the individual projects*

## ***Guidelines for Proposal Evaluation***

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*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 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

*You will be notified if any additional information is needed to complete the evaluation process. Grant winners will be announced to the Church Council and the Congregation.*

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*For any additional information call (518) 371-2226 or go to [www.poplutheranchurch.org](http://www.poplutheranchurch.org)*