



Mission Endowment Fund Grant: CHECK-LIST

Holy Trinity Lutheran Church
1218 West Addison Street
Chicago, IL 60613
773.248.1233 | office@htchicago.org

DUE ON FEBRUARY 12, 2024. MUST BE SENT IN PDF FORM TO office@htchicago.org.

CHECK-LIST FOR COMPLETION OF APPLICATION AND ASSOCIATED DOCUMENTS

This check-list is not the application but rather a tool to help the applicant. Incomplete applications cannot be considered. Please make sure each part of the application is completed so that the Holy Trinity Mission Endowment Committee can consider your application. Instructions for the application are found on pages 2-3 of this document. The application is found on page 4. Special note: beginning in 2024, you may apply for general operating support rather than project support, if you prefer. We value your time – thank you for taking the time to apply.

- A. Fill out Application Form in full:
 - 1. Organization Name
 - 2. Organization Address
 - 3. Contact Person
 - 4. Contact Telephone
 - 5. Contact Email
 - 6. Amount Requested
 - 7. Narrative:
 - a. Project or Organizational Description
 - b. Who benefits and how many (either for project or organization)
 - c. Project Budget (if applying for a project)
 - d. Organization Budget (required by ALL applications, even if applying for project support)
 - e. Reason HT should fund
 - f. Explain how project is consistent with HT Purpose Statement
 - g. Explain how project is consistent with HT Guiding Principles
 - 8. Authorized signature for the applicant organization
 - 9. Printed name and title for authorized signatory
 - 10. Signature of a member of Holy Trinity Lutheran Church who recommends the organization for this grant:
 - 11. Printed name of Holy Trinity member
 - 12. Statement about why recommendation is being made (optional)
 - 13. Date
- B. Attach IRS tax exempt status letter
- C. OPTIONAL: Attach other information/literature about your organization.
- D. Send these documents in PDF form to office@htchicago.org



Mission Endowment Fund Grant: **INSTRUCTIONS**

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Documents to include in 2024 Holy Trinity Mission Endowment Fund Grant application for consideration:

- **REQUIRED:** Holy Trinity Mission Endowment Fund Grant Application Form (Completed in Full)
- **REQUIRED:** Internal Revenue Service Tax Exempt Status Letter - Applicant organizations must have qualified for tax exempt status under IRS Code §501(c)(3). A copy of the organization's IRS determination letter should be attached.
- **OPTIONAL:** Other information or literature about the organization that will help explain or support your request.

How to use the application form: The application form can be completed on a computer with MSWord software by placing your cursor in the space to be completed and typing. The completed form should be printed, signed, scanned, saved as a PDF. The finished application, IRS tax exempt status letter, and other information/literature from your organization should be emailed to office@htchicago.org.

Much of the application does not need further explanation; however, for some of the sections, further explanation is helpful. Please see below for those sections:

Amount requested: Holy Trinity Lutheran Church's grant program will entertain proposals for grants up to \$1,000.

Narrative: A narrative should include a project description (if requesting funds for a project) or organizational description and budget information. First and foremost, please describe your proposed project or organizational purpose and who and how many will benefit. In your description, explain how your project or organization will be consistent with **Holy Trinity's Purpose Statement** and **Holy Trinity's Guiding Principles** (see page 3) and why Holy Trinity should consider funding. If applying for project support, please include BOTH a budget for the project and an overall budget for your organization. If applying for general operating support, you may omit the project budget and include an organizational budget only.

Additional Assessment Criteria: In evaluating proposals, the Mission Endowment Fund Committee shall use the following assessment criteria. You may wish to consider them as you prepare your narrative.

- Does the proposed project or organizational purpose clearly fit and strongly support HTLC's Purpose and Guiding Principles?
- Is the plan for the project or organizational outcomes credible and clear?
- Is there evidence that the project or organizational outcomes will accomplish its goal(s)?
- Is the budget credible? Will funds be used efficiently and effectively?
- Could the project be completed with the requested grant funds? If not, is there a credible plan for its completion or continuation?
- How many people will benefit from the project or organization's work?

Resources for writing the narrative portion of the application:

<p>Holy Trinity Purpose Statement</p>	<p>Open to the Mystery... Connect, Strengthen and Serve with Joy!</p>
<p>Holy Trinity Guiding Principles</p>	<p>» Act with courage » Be radically inclusive » Cultivate empowering relationships » Delight in God's beauty » Engage with intention</p>
<p>Holy Trinity Congregation Description</p>	<p>At Holy Trinity Lutheran Church, worship is at the heart of all we do. It is reverent and rooted in ancient practices yet with a relevant message for today. Amid distractions and increased virtuality, we treasure a communal gathering in real time and sacred space. All are welcome without exception. We celebrate the diversity of the human family. We value authenticity.</p> <p>Worship sends us forth to live as God’s people in our families, workplaces, schools and neighborhoods. As an urban congregation, we have a heart for the city, a passion for justice, an openness to questioning, a deep reverence for the earth, the wonder of life, and the presence of God in suffering and joy.</p>



Mission Endowment Fund Grant: **APPLICATION**

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Application – All items must be complete to be considered – see instructions for further information.

1. **Organization Name:** Click or tap here to enter text.

2. **Address:** Click or tap here to enter text.

3. **Contact person:** Click or tap here to enter text.

4. **Telephone:** Click or tap here to enter text.

5. **Email:** Click or tap here to enter text.

6. **Amount requested: \$** Click or tap here to enter text.

Holy Trinity Lutheran Church's grant program will entertain proposals for grants up to \$1,000.

7. **Narrative (see instructions – all components listed in instructions must be completed to be considered):**

Click or tap here to enter text.

8. **Authorized signature for the applicant organization:** Click or tap here to enter text.

9. **Printed name and title of authorized signatory:** Click or tap here to enter text.

10. **Signature of a member of Holy Trinity Lutheran Church who recommends the organization for this grant (required):** Click or tap here to enter text.

11. **Printed name of Holy Trinity member (required)** Click or tap here to enter text.

12. **Optional statement from Holy Trinity member about why recommendation is being made (may be used in HTLC publications):** _____

13. **Date:** _____

14. **ATTACHMENT: IRS Tax Exempt Status Letter - REQUIRED.**

Applicant organizations **must** have qualified for tax exempt status under IRS Code §501(c)(3). A copy of the organization's IRS determination letter **must** be attached.

15. **ATTACHMENT: ADDITIONAL INFORMATION/LITERATURE – OPTIONAL BUT APPRECIATED.** You may include any information or literature about your organization that will help explain or support your request.