



Holy Trinity Lutheran Church

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Holy Trinity Lutheran Church

Endowment Fund

Grant Application Instructions

1. Please submit all requested documents at one time. They include:
 - a. Proposal Cover Sheet, signed and dated by the CEO of petitioning organization. Please record answers on the form provided, sign and return to Holy Trinity.
 - b. Grant Application
 - c. Copy of Organization's most recent audited financial statement
 - d. Copy of the Treasury letter certifying 501(c)(3) tax-exempt status as an organization that is not a private foundation
 - e. If desired, articles or additional data related to the project can be submitted in support in appendices form
2. Unless otherwise specified, all applications must be received by **Sunday, October 10** of the year prior to funding, so they may be timely considered by the Endowment Committee in advance of recommendation to Church Council, and ultimately approval by the Congregation at its Annual Meeting in January
3. Please keep descriptions clear and concise, avoiding overly technical terminology unfamiliar to the committee.
4. All assumptions made regarding the need, purpose, and likely outcome of the project must be supported by data or other objective information.
5. Financial information provided must include sufficient detail regarding expenses, income, and other support to enable the Committee to determine the organization's financial condition.

Our Vision

As Christ's disciples in the world today, we celebrate God's love as a community of forgiveness and hope through our worship, learning and service to others.