

**FIRST LUTHERAN CHURCH OF DULUTH FOUNDATION**

**GRANT APPLICATION (version 9.2024)**

**THE FOUNDATION'S PURPOSE:** The Foundation is organized and operated exclusively for the benefit of and to assist in carrying out the charitable, educational, and religious purposes of First Lutheran Church of Duluth, Minnesota, a Minnesota non-profit religious corporation, with its principal office in Duluth, Minnesota, all as contemplated and permitted by Sections 170 (c)(2), 501(c)(3), and 509(a)(3) of the Internal Revenue Code of 1954.

**THE FOUNDATION'S MISSION STATEMENT:** To assist with shepherding the First Lutheran Church into the future to serve God through grants, education, and investing gifts.

**GRANT ELIGIBILITY REQUIREMENTS:**

- The Vision Council and ministry teams may submit applications, which the Vision Council President or Vice President must approve before submission to the Foundation.
- Staff members may submit applications to attend personal development (training, workshops, seminars, etc.), which the Lead Pastor must approve before submission to the Foundation.
- The Lead Pastor may submit applications to attend personal development (training, workshops, seminars, etc.), which the Vision Council must approve before submission to the Foundation.
- Requests for individual congregation members are not accepted.
- New grant requests are given precedence over recurring grant requests.
- Approved grant proceeds are payable to First Lutheran Church, which will, in turn, pay vendors identified in the approved grant application.

**APPLICATION INFORMATION:** This is a fillable form. Insert text into the grey-shaded boxes.

**THE PREPARER FILLS OUT THIS PORTION OF THE APPLICATION**

Who is preparing this application? Check one of the boxes below.

- Vision Council.
- Ministry team. Lifelong Learning
- Staff or Lead Pastor

Insert the name of the person preparing this application:

John Smith

Insert the preparer's telephone number:

218.555.5555

Insert the preparer's email address:

johnsmith@online.com

Insert the date of the application:

9/1/24

**FOUNDATION GRANT REQUEST DOLLAR AMOUNT:**

**\$2,000**

**PROJECT DESCRIPTION REQUIREMENTS (See Appendix A for examples of how to complete this section):**

The Project Description must include the following information.

1. Provide a one or two sentence summary of the project:  
This project will provide educational and social engagement opportunities for senior citizens at First Lutheran Church.
2. How does this project fulfill the mission of the Foundation in assisting with shepherding the First Lutheran Church into the future to serve God through grants, education, and investing gifts  
By offering classes focused on technology use, health and wellness, and lifelong learning, our congregation's senior citizens will enhance their quality of life and enable them to contribute more actively to the church community. This initiative aligns with the Foundation's mission to assist with shepherding the church into the future, particularly by addressing the needs of our senior members.
3. Who will this project benefit?  
This project will benefit the First Lutheran Church congregation's senior citizens (aged 65 and older). Additionally, it will foster intergenerational connections by encouraging participation from younger volunteers who can assist with teaching and mentoring.
4. Why is it needed?  
The need for this project arises from the growing number of seniors in our congregation who face challenges adapting to new technologies, managing health, and maintaining social connections. These classes will give them the skills and support they need to remain independent and engaged members of the church and broader community.

## APPENDIX B

**PROJECT BUDGET EXAMPLE:** Include the complete project budget. The budget must include total anticipated income from the Foundation and non-foundation sources and expenses.

Income:		
Source	Amount	Comments
First Lutheran Church Foundation	\$2,000	
Other grants	\$500	Thrivent
Donations	\$0	
Ticket sales	\$0	
Fundraising events	\$0	
In-kind contributions	\$0	
Other (specify in comment box):	\$0	
<b>Total Income</b>	<b>\$2,500</b>	

Expenses:		
Category	Amount	Comments
Personnel	\$0	
Equipment	\$1,300	Trainer's computer
Supplies	\$1,000	Participant workbooks
Travel	\$0	
Printing/Copying	\$200	Quote from printer for copying workbooks
Postage	\$0	
Rent/Utilities	\$0	
Marketing/Advertising	\$0	
Other (specify in comment box):	\$0	
<b>Total Expenses</b>	<b>\$2,500</b>	

<b>Subtract Income from Expenses for the Net Profit or (Loss)</b>	<b>\$0</b>	<b>Please check your math.</b>
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**Please provide any additional budget information you would like to share about the budget:  
We anticipate 50 participants at this first session.**

**PROJECT SCHEDULE:** Include the project's planned timetable here.

**Week 1: October 1, 2024**

- **9:30 AM - 10:30 AM:** Program Introduction and Technology Basics.  
Overview of the program and introduction to essential technology skills, including smartphone and internet basics.
- **11:00 AM - 12:00 PM:** Health and Wellness.  
Topic: Staying active, focusing on physical health and wellness strategies.

**Week 2: October 8, 2024**

- **9:30 AM - 10:30 AM:** Internet Safety and Online Banking.  
Guidance on safe online practices, including managing finances and protecting personal information.
- **11:00 AM - 12:00 PM:** Nutrition for Seniors  
Discussion on healthy eating habits and meal planning for longevity.

**Week 3: October 15, 2024**

- **9:30 AM - 10:30 AM:** Digital Communication Tools.  
Training on video calling and social media to enhance connectivity with family and friends.
- **11:00 AM - 12:00 PM:** Memory Enhancement Techniques.  
Strategies for improving memory and cognitive function, along with a program wrap-up and feedback session.

**PROJECT TYPE:** Check whether this is a new or recurring project—have you received funding from the First Lutheran Church Foundation for this project previously? New projects are given precedence over recurring projects.

New

Recurring

**CERTIFICATION:** I certify that the information provided in this application is true and correct to the best of my knowledge.

Type your initials here: JS

**THE PREPARER SENDS THIS APPLICATION TO ONE OF THE FOLLOWING:** The Vision Council President or Vice President must approve the application for the Vision Council and ministry teams. For FLC staff, the Lead Pastor must approve it. Please save and email this application to the approver.

**THE APPROVER FILLS OUT THIS PORTION OF THE APPLICATION**

Insert the approver's name:

Jane Doe

Insert the approver's title:

Vision Council President

**APPROVER CERTIFICATION:** I have reviewed the grant application and asked the preparer for clarification if needed.

Type your initials here: JD

**WHERE TO SEND THE APPLICATION:** The approver must send the application to the Foundation's Executive Director at [foundation@flcduluth.org](mailto:foundation@flcduluth.org).

**MISCELLANEOUS INFORMATION:**

**FINAL REPORT:** If the grant request is approved, a written final report, including budget and actual income and expenses, must be submitted within sixty days of the project's completion by the person by the preparer.

**DETERMINATION TIMING:** The Foundation Board typically meets on the last Tuesday of the month. To be included on the Board meeting agenda, an application must be emailed to the Foundation's Executive Director by the second Tuesday of the month. If the Board does not meet the month that it was submitted, it will be taken up at the next regularly scheduled Board meeting.

**QUESTIONS:** Please send your questions, with your telephone number, to [foundation@flcduluth.org](mailto:foundation@flcduluth.org).