**DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME OF GRANT RECIPIENT *ORGANIZATION***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***ORGANIZATION* CONTACT PERSON:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **CONTACT PERSON’S PHONE #:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **CONTACT PERSON’S EMAIL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **GRANT CHECK PAYABLE TO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **MAILING ADDRESS (for grant check)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME OF WRITER OF GRANT REQUEST:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME OF SPONSOR AT FAITH**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **SPONSOR’S PHONE#:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DESCRIPTION OF REQUEST**: **Please describe: (1) how the requested funds would be used, (2) why the funds are needed and (3) the expected benefits. You may attach printed information that will help the committee in their decision making. You may be asked to provide additional information or to attend a Trust Funds Committee meeting to help support your request. See attached sheet for more detail.**

To be considered during March/April, completed applications must be returned to the church office by Feb 28.

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The Trust Funds Committee’s process for receiving and approving requests includes a time period at the beginning of each year during which most annual requests are solicited and considered. The Committee will use the following guidelines in administering applications.

APPLICATION PROCESS

* Application forms can be obtained from the Faith Lutheran Church office
* Applications must include a detailed description of the request and the expected benefits of the grant to the applicant and to others.
* Applications submitted between January 1 and February 28 will be considered during March and April.
* Applicants *may* request specific amounts, but there is no guarantee these amounts will be awarded.
* Applications received after February 28 will be considered “occasional” requests. See below for information about “occasional” requests.

DECISION PROCESS

* Between March 1 and April 30, the Trust Funds Committee will review all applications and decide which applications will and will not receive grants.
* Strong preference will be given to applications strongly supported by members of Faith.
* When considering a grant to an *organization*, the Trust Funds Committee may request additional information about the financial need of the organization. Organizations should be prepared to provide financial information, if requested.
* All grant decisions will be at the discretion of the Trust Funds Committee.
* Grant amounts are limited by the funds available for distribution during the current year.
* The Secretary of the Trust Funds Committee will notify each applicant in writing of the Committee’s decision by the end of April, i.e. approved/disapproved, for both normal and “occasional” requests.

ALLOWANCE FOR “OCCASIONAL” REQUESTS LATER IN THE YEAR

* The Trust Funds Committee will reserve a portion of the annual distribution for “occasional” requests that arise later in the year.
* Due to the limited funds available, “occasional” requests will be considered at the discretion of the Trust Funds Committee and may be delayed until later in the year.
* The total of grants for such “occasional” requests will be limited by the amount reserved for “occasional” requests.