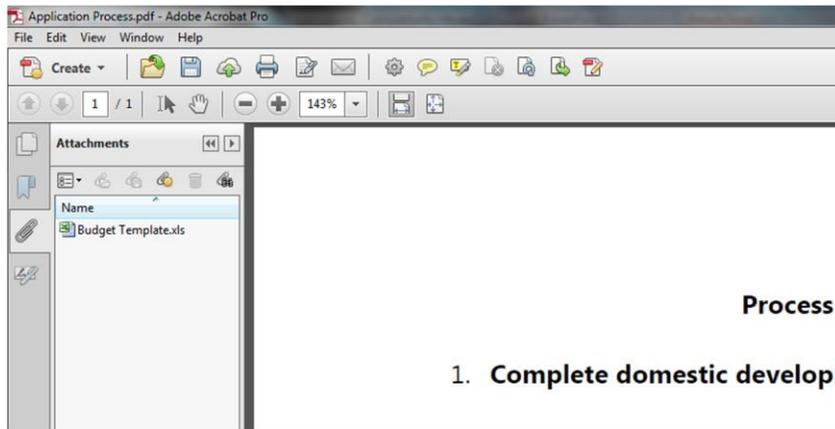


Process for Grant Application

1. **Complete domestic development grant application**
2. **Complete sample budget** - As part of the grant application process, you will need to submit a program budget that shows anticipated funding from The Lutheran Church—Missouri Synod (LCMS) and other sources. The program budget template is attached to this PDF and can be found in the location shown on this screen shot:



Applications are preferred by electronic format and can be sent to missionfieldusa@lcms.org.

Applications are also accepted by mail.

The Lutheran Church—Missouri Synod
Attn: Church Planting, Office of National Mission
1333 S. Kirkwood Road
St. Louis, MO 63122

No faxed applications will be accepted.

Application Materials

All submitted application materials become the property of The Lutheran Church—Missouri Synod Office of National Mission. **DO NOT SEND IRREPLACEABLE ORIGINALS.** When an applicant submits photographs, they give LCMS permission to publish them in future resources such as the LCMS website, giving catalogs, newsletters, annual reports, and other documents. The Office of National Mission respects the privacy of our applicants. Materials submitted will not be given to any outside party for use apart from LCMS activities. Information regarding the project may be used to seek donor support.



Grant Application

Project Name:

Project Location:

Project Director - Name:

- Address:

- Email:

- Phone:

Sponsoring Organization:

- President / Director:

- Address:

- Email:

- Phone:

US applications - LCMS District :

International applications - Country :

Amount of Request: US \$

Summary of Project

Provide a concise (one or two sentence) summary of the project.

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Needs Statement

What community needs or problems are addressed by this project? Why is this project important?

Project Information

Who will be served by the project? How many will be served?
What are the project goals?
What activities will you engage in to accomplish these goals?
What are the short and long-term measurable outcomes to be achieved by this grant?
What is the timeline for implementing this grant?
List other organizations and describe efforts that integrate with this project work?

How does this request fit with your organization's long-term goals?

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What is the long-term funding plan for this project?

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Describe the extent to which this project is based on approaches that have been shown to be effective in other settings.

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Evaluation

How do you plan to track and measure the effectiveness of your project? *(e.g., intake sheets, participation checklists, pre/post surveys, client questionnaires, follow-up surveys, etc)*

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Budget Narrative

After completing the budget template, please provide a description of the project expenses, indicating whether this is a new expense for your project or if funding is being requested to cover existing expenses.

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Additional Documentation (Please include with application):

- Project Budget – Please use template provided with application
 - US Organizations - Letter of Endorsement from LCMS District President
 - US Recognized Service Organizations or other agencies – Brief summary of the organization’s history including description of programs, activities, number served annually and accomplishments.
 - US Recognized Service Organizations or other agencies – Certificate of Non-Profit Status (501c3 or 509a)
-

Bank Information – For Wire Transfer – International Grants only

Account Name:

Account Number:

Bank Name:

Bank Address:

SWIFT Code:

IBAN Code:

Intermediary Bank Name (if needed):

Bank Address:

SWIFT Code:

IBAN Code:

APPROVALS

Prepared By _____
Name and Title Date Submitted

Approved By _____
Sponsoring Organization Executive

Please forward all grant applications for international work to the LCMS Regional Director in your area. Domestic grant applications should be emailed to:

Maryann Hayter, Grant Administration Manager
Lutheran Church—Missouri Synod
Maryann.Hayter@lcms.org