



Extraordinary Lutheran Ministries Grant Application

The Attachments for the Grant Application

The following questions/statements are required and should be addressed on separate sheet(s) of paper. Please answer the questions/statements in sequential order.

A. Issues/Needs Statement

- A1. Describe the population you intend to serve.
- A2. How has this population changed (quantitatively and qualitatively) in the last year.
- A3. Why are you seeking mission support through Extraordinary Lutheran Ministries
- A4. How will ELM funds be used?
- A5. Specifically, how is this a ministry of Word and Sacrament?
- A6. If you are also seeking funds from other congregations, foundations, or ministry groups, please identify them and specify the grant amounts, and whether the applications are pending or have been granted.

B. Description of the Ministry/Project

- B1. Describe clearly and briefly the ministry or project for which the grant is being requested. What are you going to do to address the needs of the population you intend to serve? Please include how the grant will be used to increase your work in diversity, inclusion, and/or anti-oppression – thereby furthering ELM's mission.
- B2. If this is an application for renewal of a current grant, report the accomplishments since your last application.

C. Ministry/Project Objectives

- C1. List any important milestones the ministry supported by this grant should attain during the grant period.
- C2. What *measurable* criteria would be useful for evaluating progress?
- C3. What other outcomes are desired?
- C4. What time and funding will be allocated to the ELM-rostered person's self-care?
- C5. What risks are of concern?



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D. Meeting the Objectives of the Ministry/Project Objectives

- D1. If this is an application for a renewal of an existing grant, briefly report on your progress towards meeting your objectives for that grant, and whether any of those objectives are in jeopardy of not being met during the current grant period.
- D2. Outline your work plan for the period of this grant. Include any major milestones, the expected timeline for completion of ministry objectives or special projects, and any corresponding needs for personnel or staffing.
- D3. If the objectives will not be met in the period of this grant, outline how you envision the work proceeding after that time.

E. Evaluation Plan

Evaluation provides information about what a ministry / project looks like in operation, as well as the results it is achieving. This section is intended to help the applicant in self-evaluation over the course of the ministry / project, and to set expectations for what might appear in the report at the end of the grant period.

1. Who will evaluate this ministry as it progresses?
2. How frequently will evaluations take place?
3. What methods will you and the support and supervising committee use to conduct evaluations?
4. What objective, measurable criteria do you intend to use for evaluation at the end of the grant period?
5. How will you know if you have accomplished your goals and to what degree?



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The Budget: Please attach a copy of current financial statement (budget vs actual) and your proposed budget for the year 2010, reflecting revenue from all funding sources and including expenses from all operating categories. This table is an example.

Program Expense	Amount Budgeted	Amount to be funded by ELM	Amount to be funded by Other Sources
Staff			
Transportation			
Meals/Snacks			
Lodging			
Honoraria/Leader's Fees			
Books/materials			
Supplies			
Publicity/promotion			
Multimedia Resources			
Activities			
Scholarships			
Equipment			
Other(please list below)			
Program Subtotal			
Administration Expense			
Staff			
Facility rental			
Custodian			
Utilities			
Licenses & permits			
Insurance			
Supplies			
Telephone			
Printing			
Postage			
Administrative Subtotal			
Grand total			
Income			
Income Sources	Amount to be Requested		
Congregational Giving			
ELM			
Other Grants			
Other Fees			
Other Sources(civic, religious): List each one separately			
Grand Total			