



July 31, 2012

Dear Proclaim Community,

Since 1995, we've funded grants each year to support ministry by LGBTQ Lutheran rostered leaders. The grant recipients are selected by the Grants program team, led by Margaret Moreland. Through this program, ELM donors support diverse ministries and congregations led by publicly-identified LGBTQ rostered leaders. ELM donors have provided over \$850,000 to ministry since the program began. All members of Proclaim are eligible to apply for an ELM Ministry Grant.

As Extraordinary Lutheran Ministries lives into changes in the Lutheran Church we are aware of shifts in our programs. At the same time that the Proclaim community is growing, we have fewer resources for Ministry Grants. Therefore, the ELM Board of Directors have made some changes to the grant priorities, kinds of grants, and maximum amounts available for the 2013 Cycle. We look forward to growing through this shift and in the future making more funds available for Ministry Grants to Proclaim members.

During this time of limited resources, our top priorities will be funding first call positions and internship sites, particularly with ministries sharing ELM's values, ministries in underserved communities, and ministries with the potential to serve as models for change in the greater church.

The attached application materials explain the grant categories and maximum funding for each category. Note that Internship grants have a different calendar from the other grants. **The application deadline for all grants other than internships is September 7, 2012, however we encourage you to get your application in as early as possible.** We will review applications as they are received. If any clarifications are needed you will have more time to respond if your application is early. **The decisions on grants will be made by November 1, 2012.**

The ELM grant application forms for 2013 are also available on the Extraordinary Lutheran Ministries website Grants page: <http://www.elm.org/elm-grants/>

Applications may be submitted by email (preferred) to Operations@elm.org. For email applications please name your file(s) to include the name of the applicant. For example: TrinityLC2012Grant

You may also submit via postal mail to the ELM office: 2649 N. Francisco Ave Chicago, IL 60647

Best,
ELM Grants Program Team



Grant Application 2013

Grant Criteria

ELM provides grants to support the ministry of Qualified Leaders (QLs).

NOTE about changes in 2013: As Extraordinary Lutheran Ministries lives into changes in the Lutheran Church we are aware of shifts in our programs. At the same time that the Proclaim community is growing, we have fewer resources for Ministry Grants. Therefore, we have made some changes to the grant priorities, kinds of grants and maximum amounts available for the 2013 Cycle. We look forward to growing through this shift and in the future making more funds available for Ministry Grants to Proclaim members.

Qualified Leaders (QLs)

For the purposes of these grants, a Qualified Leader (QL) must meet all of the following criteria:

- Be a publicly-identified LGBTQ person;
- Be a member of Proclaim;
- Have completed any required background checks;
- Not be on inactive status.

Furthermore, a QL must meet at least one of the following criteria:

- Be a Lutheran seminarian (for Internship Grants)
- Be approved for ordination or commissioning by a Lutheran church body;
- Be rostered as a pastor or lay leader by ELM or a Lutheran church body.

Grant Deadlines

- Fall is the primary time for funding decisions, except for internship grants, for which final decisions will be made in March.
- Applications received at other times will be reviewed at the discretion of ELM.
- The grant period (except for Internships) is normally for a calendar year.
- All grant decisions depend on funds being available.

	General grants	Internship Grants
Application Deadline	September 7	February 15
Application Award	November 1	March 15
Grant Period Starts	the later of January 1 or Start of QL employment	Start of the internship
Grant Period Ends	the earlier of December 31 or Termination of QL employment	End of the internship



Grant **Application 2013**

Eligible Organizations

Congregations, ministries and agencies are eligible for all grant categories and must meet the following requirements:

1. Hold 501(c) 3 status or other federally recognized nonprofit status.
Organizations located outside the United States must provide documentation verifying corporate or trust status in the country where the organization is located.
2. Be a Lutheran congregation, ministry or agency.
if a non-Lutheran organization, must include significant participation by Lutheran congregations, ministries, agencies, or individuals in the project planning, development, and implementation.
3. Call or be served by a QL.
A parish pastor should be employed at least 3/4 time with a plan to reach full time within the first three years.
4. Congregations or ministries considering a call to an identified QL may submit funding requests. The decision on funding will be contingent on the call of the QL.
5. Congregations or ministries in an open call process that includes QLs may not apply until the decision to call an identified QL has been made.
6. All grant recipients must commit to the provisions of the Partnership agreement.

A note regarding Individuals interested in Project Grants

Due to IRS regulations regarding grants to individuals, project grant applications should be administered by an organization on behalf of the individual. Please contact the Grants Committee to discuss your individual circumstances.



Grant Application 2013

Grant Categories

Mission Grant Amount: Up to \$7,000 Duration: 1-2 years

To “seed” a new congregation or ministry to call and support a QL. Mission Grants are awarded in amounts up to \$7,000 for the first year. The grant may be re-awarded once. The grant may specify expectations of accomplishments for the funding to continue.

Support Grant Amount: Up to \$5,000 Duration: 1-2 years

To empower an existing congregation or ministry to originate a call and support a QL. Support Grants are awarded in amounts up to \$5,000 for the first year. The grant may be re-awarded once. The grant may specify expectations of accomplishments for the funding to continue.

Internship Grant Amount: Up to \$5,000 Duration: 1 year

To support internships for seminarians who are members of Proclaim. The congregation and supervising pastor must meet the criteria established by ELM and the church body with which the seminarian is in candidacy.

The internship must be arranged and overseen by a Lutheran Seminary

The decision to have an openly-identified LGBTQ Intern must have been approved by congregational vote (rather than just the pastor(s), council or committee).

All members who did not participate in the vote must be notified that the congregation will be receiving an openly-identified LGBTQ Intern.

The intern must be publicly-identified to the congregation as LGBTQ and be able to be public about the intern's sexual orientation and/or gender identity.

If the intern has a partner who wishes to attend worship and be visible in the life of the congregation, the congregation must be prepared to welcome the partner and to recognize the relationship.

Project Grant Amount: Up to \$2,000 Duration: 1 Year

To fund a project of an existing congregation or ministry which is served by a QL. Project Grants are awarded in amounts up to \$2,000.



Grant **Application 2013**

Expansion Grant Amount: Up to \$5,000 Duration: 1-2 Years

To empower an existing congregation or ministry which is served by a QL to begin a new ministry program. Expansion Grants are awarded in amounts up to \$5,000 for the first year. The grant may be re-awarded once. The grant may specify expectations of accomplishments for the funding to continue.

Applicants are strongly advised to:

- Engage in a pre-application assessment with their Bishop or ELM's Professional Oversight Committee (POC). Input will be requested from the Bishop or POC during the grant review process.

- Identify a mentor and/or collaborator for the project.



Grant Application 2013

Application Form Rostered Person

Name of Qualified Leader (QL)				
Lutheran Church Body				
Applicable Background checks completed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Member of Proclaim	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Publicly- Identified LGBTQ Person	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Applicant Organization

(If the grant is to be made to an individual, please proceed to the next section.)

Legal Name of Applicant Organization <i>(Must be same as on IRS determination letter and as supplied on IRS Form 990, or your country's equivalent.)</i>	
Employer Identification Number (EIN) or equivalent	
Non-profit status	
Organization Type	
Roster Status of QL or lay leader	
Does this organization have a written non-discrimination policy in effect?	
Website	
Organization phone	
Organization FAX	
Organization Address	
Name of authorized signatory	
Title or position of authorized signatory	



Grant Application 2013

Primary Contact Person

(If the grant is made to an individual, this is the QL)

Name	
Phone	
Cell Phone	
FAX	
Email address	
Postal Address	

Proposed Ministry/Project

Ministry Name		
Purpose of Grant in brief (one sentence)		
Date of Application		
Requested Grant Start Date		
Requested Grant End Date		
Amount Requested		
Grant Category	<input type="checkbox"/> Mission <input type="checkbox"/> Support <input type="checkbox"/> Expansion (Include application attachments for the categories above)) <input type="checkbox"/> Internship (Attach an explanation of compliance with the requirements listed above) <input type="checkbox"/> Project (Attach project description)	
List any previous support from ELM in the last five years		
Is this a request for renewal of an existing grant? (ELM grants are made for one year, but some may be re-awarded once.)		
If this request is funded, how many times do you expect to reapply?		
Historical	Income	Expense



Grant Application 2013

Budget Information	Budget	Actual	Budget	Actual
Last full year				
Current year to date				
Current year (entire)		N/A		N/A

Signature of Organization/Date	
Typed Name and Title	

Signature of QL/Date	
Typed Name and Title	



ELM Grant Application 2013

Instructions for the Attachments for ELM Grant Application

The following questions/statements are required for Mission, Support, and Expansion Grants and may be submitted on paper or electronically. Please answer the questions in sequential order and indicate the question number with your response.

Section A: Issues/Needs Statement

- A1.0 Describe the population you intend to serve
- A2.0 How has this population changed (quantitatively and qualitatively) in the last year
- A3.0 Why are you seeking mission support through Extraordinary Lutheran Ministries
- A4.0 How will ELM funds be used
- A5.0 Specifically, how is this a ministry of Word and Sacrament?
- A6.0 If you also seeking funds from others, answer the following for each instance:
 - A6.1 List the name of Congregation, foundation or ministry group to which you have applied
 - A6.2 What is the grant amount requested.
 - A6.3 State Grant Status, i.e. granted with starting date, or pending with anticipated response date

Section B: Description of 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, go directly to Section D.

Section C: Ministry/Project Objectives

(Complete for New Grant Applications Only)

- C1.0 List important milestones the ministry supported by this grant should attain during the grant period.
- C2.0 What measurable criteria would be useful for evaluating progress?
- C3.0 What other outcomes are desired?
- C4.0 What time and funding will be allocated to the QL's self-care?
- C5.0 What risks are of concern?



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Section D: Progress Toward Objectives

(Complete for Grant Renewals Only)

- D1.0 If this is an application for a renewal of an existing grant, briefly report on your progress toward meeting your objectives for that grant.
- Are any of those objectives are in jeopardy of not being met during the current grant period.
 - If you have encountered barriers to reaching the object, please discuss what resources might help to overcome those barriers or how the objectives will be reformulated.
- D2.0 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.
- D3.0 If any objectives will not be met in the period of this grant, outline how you envision the work proceeding after that time.
- D4.0 What time and funding will be allocated to the QL person's self-care?

Section 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 expectation for what might appear in the report at the end of the grant period.

- E1.0 Who will evaluate this ministry as it progresses?
- E2.0 How frequently will evaluations take place?
- E3.0 What methods will you and the support and supervising committee use to conduct evaluation?
- E4.0 What objective, measurable criteria do you intend to use for evaluation at the end of the grant period?
- E5.0 How will you know if you have accomplished your goals and to what degree?



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The Budget

Attach a copy of the following:

1. Most current Financial Statement (budget vs actual)
2. Proposed Budget for 2012, reflecting revenue from all funding sources and including expenses for all operating categories

The table below is an example

Budget

Program Expense	Budget Amount	Amount funded by ELM	Amount 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	Budget Amount	Amount funded by ELM	Amount funded by other Sources
Staff			
Facility Rental			
Custodian			
Utilities			
Licenses & permits			
Insurance			
Supplies			
Telephone			
Printing			
Postage			
Admin Subtotal			

Income

Income Sources	Amount Requested
Congregational Giving	
ELM	
Other Grants	
Other Fees	
Other Sources (civic, religious) List each source separately	
Grant Total Income	



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