



Administrative Services Committee- Endowment Committee
Northern Illinois District of The Lutheran Church—Missouri Synod
2301 S Wolf Road, Hillside, IL 60162 • 708-449-3020

Revised October, 2021

NID ENDOWMENT FUND GRANT REQUEST GUIDELINES

1. The Endowment Committee of the LCMS Northern Illinois District (NID) will consider requests for grants for all programs consistent with the goals of the NID. Grants may be submitted by NID congregations, schools, preschools, circuits, associations, and Recognized Service Organizations that are listed in the current *Lutheran Annual*.
2. Requests incorporating one or more of the following will receive particular attention:
 - Innovative projects that are designed to connect and engage with people in the surrounding community so that relationships can be developed and the potential for ministry occurs.
 - Specialized training for groups or individuals that will equip them to better serve in the NID and the Synod, as well as to carry out the first bullet point.
 - Ministry initiatives which will lead, God willing, to new ways of incorporating Word+Wellness+Witness, as ways to help people learn about Jesus.
3. The following will not be considered:
 - Grants to foundations or other grant-making institutions or organizations.
 - Grants directed to individuals.
 - Grants not in keeping with the goals of the Northern Illinois District.
4. The approval of a grant in no way implies a commitment to continuing support. Grants are made for one year, with options to submit requests for years two and three. No funding is granted beyond year three.
5. Ordinarily, the NID Endowment Fund will not be used for those efforts that are clearly part of the operational budget of the project applicant. On-going salary expenses which continue beyond the implementation of the grant, may not be included.
6. Applicants must complete the attached “Application for NID Endowment Fund Grant.”
7. Grant requests must be received by the Endowment Committee no later than May 15. The Committee will review all project requests with recommendations being made to the NID Board of Directors in June. Recipients will be notified as soon as possible, and funding may begin as early as July of that year. This grant uses a receipt-based system. When receipts are submitted, funds will be released.
8. Those receiving assistance must expend the funds within eighteen months. Grants unspent after that time period will revert to the fund for reallocation unless a multi-year project is underwritten, or extenuating circumstances exist. In the latter case the recipient must formally request an extension from the Endowment Committee, explain the circumstances involved, and receive permission to retain the unspent balance.

9. Recipients are encouraged to develop a broad base of support for their activity.
10. Recipients will submit a final report to the NID Endowment Committee upon completion of the funded project. The final report should describe the work, evaluate the Project in terms of specific objectives, and give a financial accounting of how the funds entrusted to their care were expended
11. Recipients will publicly acknowledge the support received in a manner agreed upon with the Endowment Committee. The LCMS Northern Illinois District Board of Directors, through its Communications Manager, will also publicize all grants.

APPLICATION FOR NID ENDOWMENT FUND GRANT**DEADLINE: MAY 15**

1. Date of Application _____

2. Name of Project _____

3. Originating Entity _____

4. Director _____

5. Project Coordinator _____

6. Date Project will begin _____

Date Project will end _____

7. Total Cost of Project _____

8. Amount of funding requested from NID _____

9. Describe the project. (Feel free to answer this and the following questions on separate paper in order to give the Endowment Committee a clearer picture of what you are trying to achieve, why you are trying to achieve it, and how you intend to make your ministry project a reality.)

10. What is your goal? (Tell how this project fits into the overall vision or “big picture” of what your ministry is trying to accomplish.)

11. How does the proposed project fit into the district vision of Word+Wellness+Witness in the hearts and lives of the people serving and those served?

12. What are the **specific objectives** of the proposed project? (What are the short-term outcomes that you expect to see from this project?) The objectives must be measurable.

13. What is the **plan of action** to accomplish your objective(s)?

14. Why is the project significant? (Who will benefit from this project? What led you to propose this project?)

15. Will you need future funding? If so, how do you propose to obtain it?

16. Attach your proposed budget for the total cost of the project. You may include salary that your entity is incurring on behalf of the grant. However, these amounts cannot be reimbursed as part of the grant award. In addition, receipts for monies spent are required (See item 7 – Endowment Fund Grant Request Guidelines).

For Endowment Committee Use Only

Date Received: _____

Disposition: _____

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