

## **St. John's Lutheran Church Foundation**

The Foundation was established as a non-profit foundation in 1982 and is a separate financial entity from St. John's Lutheran Church.

The Foundation receives gifts, invests them and uses only the earnings from these gifts to disperse grants for religious, educational and charitable purposes. No Church offerings are involved.

The Foundation is designed to support projects outside of the normal Church budget. Examples of past grants include: seminary scholarships, scholarships to upper class students majoring in what are considered to be "helping professions", community services, Westonka food shelf, and special ministries including mission churches, parish nurse, counseling and pastoral funds helping families purchase medications, emergency transportation and groceries. In general, we have the following guidelines for grants:

- Grants are local in scope. They are within the congregation and/or within the local Westonka community
- Matching grants are encouraged. Every attempt is made to incent congregational giving by having the Foundation match member giving up to predetermined maximum level.
- Church benevolence is increased. Although the Foundation is a separate legal entity from the Church it is tightly coupled to it. In this regard we recognize that we are drawing from a common economic pool. Therefore we try to make our grants to the Church itself with instructions regarding how we want the funds disbursed. By having the church do the actual disbursement it can show increased benevolence as it reports financial results to the congregation.
- Single year grants are the norm. Because our constitution only allows grants to be made based on historical earnings we do not engage in grants for greater than one year. This also tends to focus our giving on projects that require "seed money" to get started.

"This corporation is organized and shall be operated exclusively for the benefit of, and to assist in carrying out the charitable, educational, and religious purposes of, St. John's Evangelical Lutheran Church (also known as and hereinafter referred to as "St. John's Lutheran Church"), a Minnesota religious corporation, with its principal office in the City of Mound, Minnesota, all as contemplated and permitted by Sections 170 (c) (2), 501 (c) (3) and 509 (a) (3) of the Internal Revenue Code of 1954."

- Fewer grants with larger dollar amounts are preferred. Because we are not yet a large Foundation we have a relatively small budget. Our philosophy of granting is to carefully select projects/programs where we can have the largest impact with our money rather than spread a small amount among many worthy causes.

There are three types of grants made by the Foundation. Each has a separate section identifying more detailed guidelines and policies. The types are:

- Pastoral requests
- Public requests
- Scholarships

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## **Pastoral Requests**

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### **Grant Guidelines and Policies**

As the Foundation develops and refines its annual budget it seeks input from the Senior Pastor regarding areas of greatest congregational need.

Funding is provided to these areas without the requirement of additional documentation. It is expected that a designated Church staff person will oversee and monitor the use of these funds.

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## **Public Requests**

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### **Grant Guidelines and Policies**

No matter how much money a foundation has, it can't accomplish its mission or purpose without working with and through nonprofit organizations. It is you who make our outcomes possible. The amount of available grants varies each year. Foundation grants are awarded as long as funds are available, and are distributed based upon the Foundation Board's review of submitted requests each quarter.

Grants are occasionally made to provide seed money or start-up costs for a program or project. In such instances, the participation of other donors is desired. Programs must be able to show a plan for continuation and sustainability beyond the initial donation.

Grants are generally made to organizations exempt under Section 501(c)(3) of the Internal Revenue Code and are generally awarded for a one-year period. The majority of grants awarded are made in Minnesota. No grants are made outside the United States.

### **Grant Procedures**

The deadlines for completed grant applications are March 1, June 1, September 1, and December 1. In each case, the application must be postmarked no later than the first. If the first falls on a holiday or weekend, the closing date for grant application will be the last working day prior to the holiday or weekend. Proposals are reviewed by the Board early in the next month following the deadline date.

Following action taken by the Board, the applicant will be notified whether or not the grant is approved. Records should be maintained by the grantee to substantiate proper disbursement of funds received. The records should be available for Foundation inspection upon request.

Upon completion of the project, a report is to be sent to the Foundation describing results and summarizing the utilization of funds. Any funds not used during the specified grant time period are to be returned to the Foundation.

Grants must be used solely for the purpose and the time period described in the grant proposal. Any deviation should receive approval from the Foundation.

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## **To Apply for a St. John's Foundation Grant**

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Send a letter stating the reason a grant is being requested to the Foundation Board via the St. John's church office or...

Print an application and complete be considered for a Foundation grant.

All requests must meet the Foundation criteria.

## **Criteria We Use To Evaluate Your Grant Request**

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The following criteria are used to evaluate potential projects for charitable giving:

Contributions are generally restricted to organizations that have been granted 501(c)(3) tax-exempt status.

Preference is given to innovative projects that develop or expand services, or improve the quality of an organization's program.

Typically, support will be awarded only for a term of one year; organizations must request any subsequent year in which they are seeking funding.

Only one application from an organizational entity will be funded at a given time.

Grants providing seed money or start-up costs for a program or project must show participation of other donors or show a plan for continuation and sustainability beyond the initial donation.

Organizations and programs must have broad community support and a record of fiscal and administrative stability. There is a preference for projects or programs in the Westonka area where site visits are practicable if deemed desirable.

Special consideration is given for the following types of organizations:

Organizations that support Lutheran values and education

Organizations that support at-risk children and families

Organizations that are known as thought leaders

Organizations that offer volunteer opportunities for St. John's members as an element of their program and in which St. John's members participate

Organizations that provide support to children and families who are coping with medical conditions

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**St. John's Foundation 2009 Grant Application**

Requesting Organization or Individual \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Specific Purpose \_\_\_\_\_

This will benefit \_\_\_\_\_

Answer the following questions which apply:

What is the total amount of funds necessary for project? \$ \_\_\_\_\_  
How much is requested from the Foundation? \$ \_\_\_\_\_  
Date needed? \_\_\_\_\_

Do you have 501(c)(3) tax-exempt status?

What other organizations are you contacting for assistance and to what extent are they providing funding?

Name \_\_\_\_\_ \$ \_\_\_\_\_  
Name \_\_\_\_\_ \$ \_\_\_\_\_  
Name \_\_\_\_\_ \$ \_\_\_\_\_  
None \_\_\_\_\_

Check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Board Use Only

Board recommends: yes \_\_\_ amount \$ \_\_\_\_\_  
Date: \_\_\_\_\_ no \_\_\_

Date letter sent: \_\_\_\_\_ by: \_\_\_\_\_  
Date check sent: \_\_\_\_\_ by: \_\_\_\_\_

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## Scholarships

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### Scholarship Guidelines and Policies

Scholarships are awarded each year to students in their third and fourth year of college. Scholarships are focused on both seminary students and students focused on the helping professions such as the medicine, teaching and ministry. Applicants must be a member or the child of a member of St. John's Lutheran Church or Mound. Direct family members of the Foundation Board and the St. John's clergy are not eligible for these scholarships.

The amount of available scholarship funds varies each year. Foundation scholarships are awarded as long as funds are available, and are applied to tuition, books and housing only. In general, full-time students are eligible for more aid because their attendance costs are higher.

Before an offer of financial aid will be granted, St. John's Foundation requires the student be accepted for admission. Therefore, we suggest students work simultaneously on the financial aid application and the admission application to the college.

### Scholarship Procedures

Applications must be received by the Foundation Board Scholarship Committee on or before April 15<sup>th</sup>. Applicants must fill out an application for the Scholarship(s) accompanied by a short written narrative explaining their education goal and how the scholarship will assist the applicant in meeting those goals. Scholarships are awarded on merit. Scholarships will be formally awarded in June each year for the fall semester.

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