

## Normandale Lutheran Church Foundation

Checklist for Grants committee when considering a Grant as of September 2010

### Who:

- \*a member of Normandale Lutheran Church or,
- \*a member of the staff of NLC or,
- \*person (usually Church member) representing a committee, group, dept, mission of NLC

### When:

- \*A grant proposal can be submitted to the Foundation at any time of the year.
- \*Twice a year, Spring and Fall, approx April and October, grants are reviewed, decisions are made.

### What should be stated in a Grants Proposal:

- \*See the Application form that is available from the Foundation Secretary or Church Administrator
- \*Basically, besides the date proposed, amount requested and when needed, contact person and email/phone#,- *the proposal should provide a description of the program/project , plan for evaluation (i.e. the proposed outcomes or measurable impact on those being served) and a plan (if applicable) for generating revenue to sustain the program/project after the first year.*
- \*Priority consideration will be given to grant proposals that address the core mission of the Normandale Foundation which is to provide funds outside the Church's annual operating budget to:
  - launch new/innovative ministries that proclaim the gospel of Jesus Christ
  - protect the core ministries of Normandale Lutheran Church
  - support ministries as they move toward sustainability

*Here are some examples of programs/projects that the Normandale Foundation has recently funded along with those programs that were denied funding because they did not meet Foundation guidelines*

#### Grant Proposals Funded

***New Volunteer Coordinator Position at Normandale House****(expand volunteer ministry opportunities for Church members, allow time for Exec Dir to do external fundraising)*

***Expansion of Health Education classes Sponsored by Healing and Wholeness Ministries****(expanded Effort of an already successful evidence based health education model making a difference in the lives of seniors.*

#### Not Funded

***Purchase of Study Bibles for NLC classrooms****(deemed an ongoing operating expense)*

***Purchase of new uniforms for Seedlings Children's ministry staff****(deemed an ongoing operating expense)*

### **How much can granted?**

*\*The annual distribution amount from all funds, shall not exceed five percent (5%) of the most recent twelve (12) quarter average of total Foundation assets less any custodial funds, notes receivable or any other funds not under the investment control of the Normandale Lutheran Church Foundation.*

*\*For any specific grant proposal, there is not a set dollar limit, however in recent years annual grants to specific ministries have ranged from \$3,000 - \$10,000 given the current asset base of the foundation (i.e. amount of unrestricted assets available for distribution).*

### **How is a determination made, once the proposal is received?**

\*Grants chair person assembles all the proposals

\*Makes these available to members of the Grants sub-committee

\*Arranges a meeting of this committee.

\* reviews each proposal in terms of its alignment with the Foundation's goals.

\*\*Is it really an amount that should be related to ongoing operations?

\*\*is it really an amount related to marketing for the Foundation?

\*\*Is it an amount that can more effectively be raised within the dept, committee, or project group?

\*\* Is there a realistic way and appropriate time frame to evaluate the program's effectiveness?

\*\* Is there a prospect for sustainability? Not that everything we fund needs to be self-sustaining, but have other avenues and resources for support been explored, especially for subsequent years if needed.

\*\*Would it be helpful to have the proposal writer meet with the committee to answer questions and explain in more detail? (arrange meeting)

\*Compare the total dollar amount available to grant in relation to the number of requests and amounts of each request.

### **Make recommendation to Foundation Board.**