Welcome to The Lutheran Foundation's online grant workshop instructions.

THE Lutheran Foundation

Grant Cycle: Fall 2021

- Workshop
  - The attendance requirement for the September 1 grant application deadline has been waived.
  - **Grant Application: September 1 (noon)**
- Board Decision: December 15
- Communication/Email of Decision: by January 10

This presentation is for the Fall 2021 grant cycle with an application deadline date of September 1 at noon. The Board decision will be communicated by email to the Grant Contact by January 10, 2022.

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TLF Grant Policies

- Grant Funding: Minimum of $1,500
  - Cannot combine multiple projects in one application
- Technology: 50% of project
  - 50% of each line item
- "Pass-through" funding: not accepted

The amount requested from The Lutheran Foundation must be a minimum of $1,500.
Technology applications will be funded at 50% of each line item.
Pass-through funding is defined as when the grantee (Organization) does not use the award, but instead distributes the funds to another individual or organization.

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TLF Grant Policies

Conferences

- The application must align with the minimum amount outlined in the grant guidelines
- Joint submissions will not be accepted
  - Each organization must submit an individual application
- The application must include the date of the event/trip, location of event/trip and number of individuals attending
  - A list of confirmed individuals must be provided to TLF when the application is submitted
- The application will be considered at no more than 50% of each expense line item up to $1,000 per participant

The standard grant guidelines apply for Conferences with the additional requirement of the event date, location and confirmed number of individuals attending. Conferences will be considered at no more than 50% of each expense line item up to $1,000 per participant.

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TLF Grant Policies

New Staff Position

- Year 1: Will consider at 75% (salary, benefits and initial start-up)
- Year 2: Will consider at 50% (salary and benefits)
- Year 3: Will consider at 25% (salary and benefits)
- The intent is for the organization to continue the position beyond the third year

The new staff position is intended to assist organizations financially the first three years with the expectation the organization will be able to sustain the position beyond year three.

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TLF Grant Policies

Capital Requests

- Will consider on a matching basis only
- Will consider up to $300,000 not to exceed 50% of the total cost
- Only one application can be submitted per project (multiple phases are one project)
- The project must begin within **one year** of the Board approval date
- Refer to the following Capital Business Asset definition

Although it is not a priority, The Lutheran Foundation is willing to consider Capital projects.

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TLF Grant Policies

Capital Business Asset Definition

A capital asset is an asset with a useful life longer than a year that is not intended for sale in the regular course of the business's operation. The capital asset is recorded as an asset on the balance sheet and expensed over the useful life of the asset through depreciation. The exception to depreciation is land, as this is not a depreciable asset. Expensing the asset over the course of its useful life helps to match the cost of the asset with the revenue it generates over the same time period. Capital assets can be referenced as Property, Plant, and Equipment or Fixed Assets on the Balance Sheet. A few examples of a capital asset (fixed asset) include buildings, computer equipment, furniture, machinery, and land.

Capital Business Asset Definition is a guide to determine if the funding request is a capital project.

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Application Submission

- Application must be complete, and all required attachments must be submitted
  - Attachments include:
    - Budget (choose either Project/Program, Operational or New Staff Position)
    - Fiscal Year End Report (actual vs budget and must reflect income and expenses)
    - Position Description (if request is for New Staff Position)
    - Confirmed Participant List (if request is for a Conference)

Since each application requires the Budget attachment, the instructions to complete the budget form will be reviewed first on the next few slides.

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Budget Requirements

- The Request Amount on the application must match the Total Expenses of the TLF Grant Funding column on the budget (Column B)

Request Information

* Request Amount

This amount must match the Total Expenses of the TLF Grant Funding column on the budget. (Column B)

LM Budget (Project/Program Support)

Instructions: Enter amounts in the TLF Grant and Organization/Other Funding columns only for each line item. The spreadsheet has formulas to auto calculate the Total column.
Insert rows as needed and delete extra rows. Use even dollar amounts only (no cents).

Organization Name and City

TLF Grant Funding requested is #DIV/0! of the Total Expenses.

Column A	Column B	Column C	Column D
Expense Item	**TLF Grant Funding**	**Organization/ Other Funding**	**Total**
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
TOTAL EXPENSES	$ -	$ -	$ -

NOTE: The TLF Grant Funding total MUST be the same as the "Request Amount" and the total of all columns MUST be the same as what was entered for "Total Project Budget" on the Application.

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Budget Requirements

- The Total Project Budget on the application must match the Total Expenses of the Total column on the budget (Column D)

* Total Project Budget

This amount must match the Total Expenses of the Total column on the budget. (Column D)

LM Budget (Project/Program Support)

Instructions: Enter amounts in the TLF Grant and Organization/Other Funding columns only for each line item. The spreadsheet has formulas to auto calculate the Total column.
Insert rows as needed and delete extra rows. Use even dollar amounts only (no cents).

Organization Name and City			
TLF Grant Funding requested is	#DIV/0!	of the Total Expenses.	

Column A	Column B	Column C	Column D
Expense Item	TLF Grant Funding	Organization/ Other Funding	Total
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
TOTAL EXPENSES	$ -	$ -	$ -

NOTE: The TLF Grant Funding total MUST be the same as the "Request Amount" and the total of all columns MUST be the same as what was entered for "Total Project Budget" on the Application.

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Application Requirements

- Declined if required templates are not used
- Declined if required attachments are not included with submission
- Declined if any overdue reports
  - Contact the office to confirm no overdue report by sending an email to alex@thelutheranfoundation.org

Listed are the important grant application requirements. These requirements will be reviewed again later in this presentation as they are found under the “Eligibility” tab of the application process.

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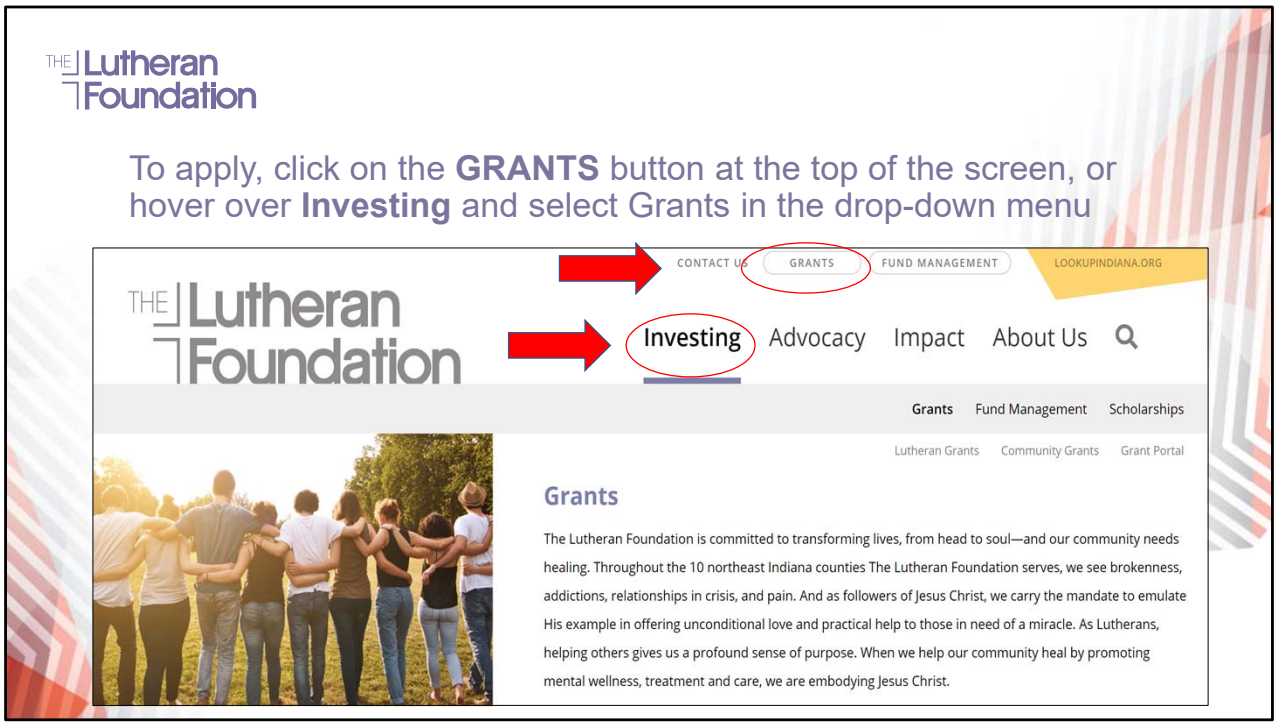
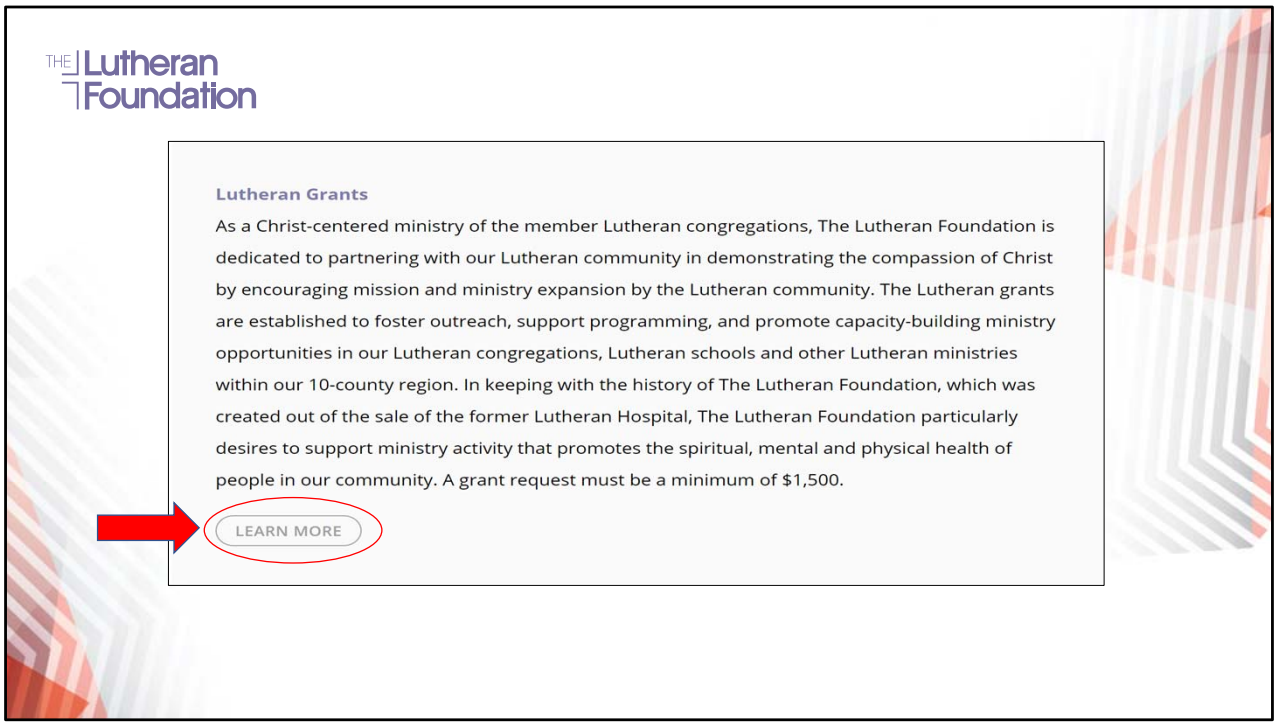
How to Apply

- In order to begin a grant application, go to The Lutheran Foundation homepage

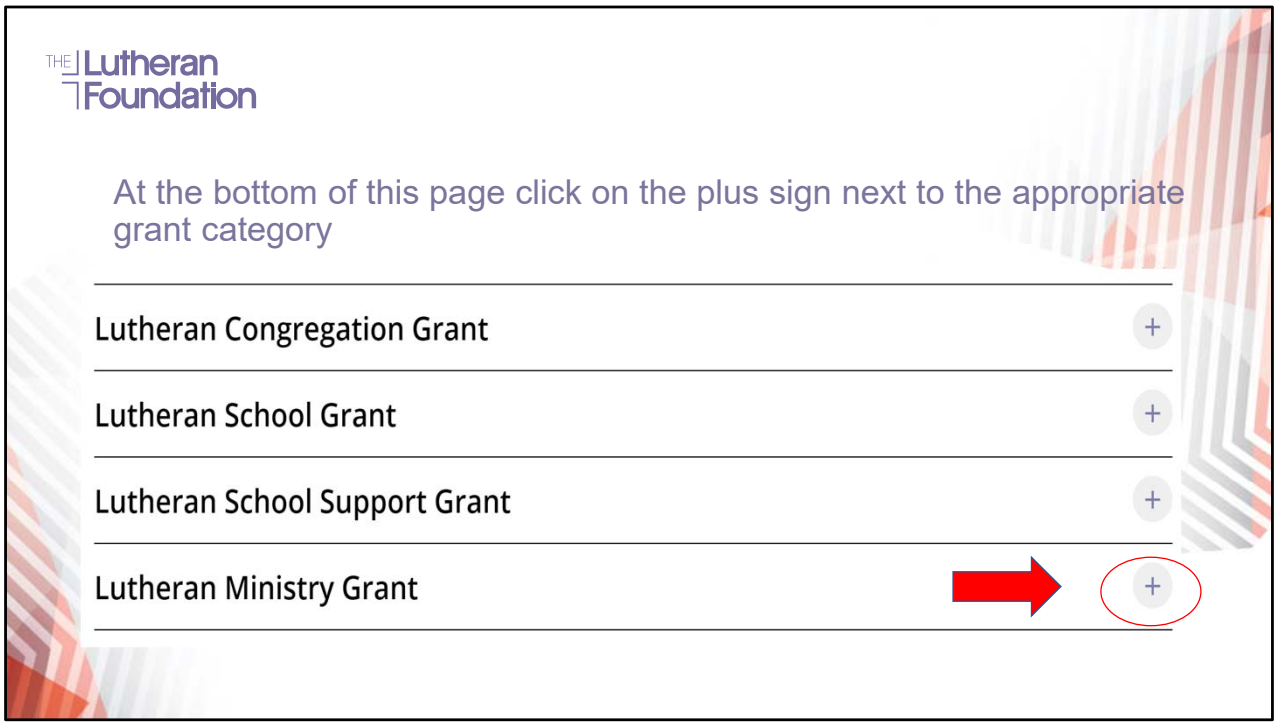
thelutheranfoundation.org



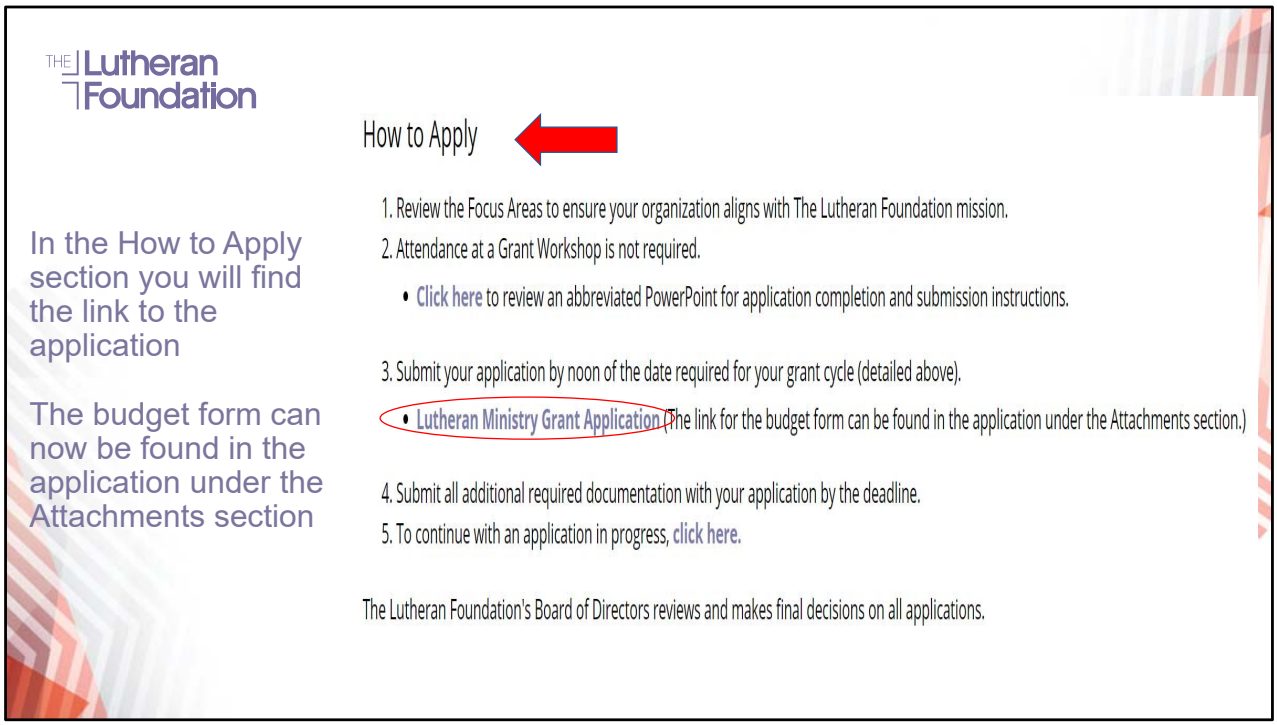
Hover over “Investing” and select *Grants* or click directly on the “Grants” button at the top of the page, either option will bring you to the next page on the website.



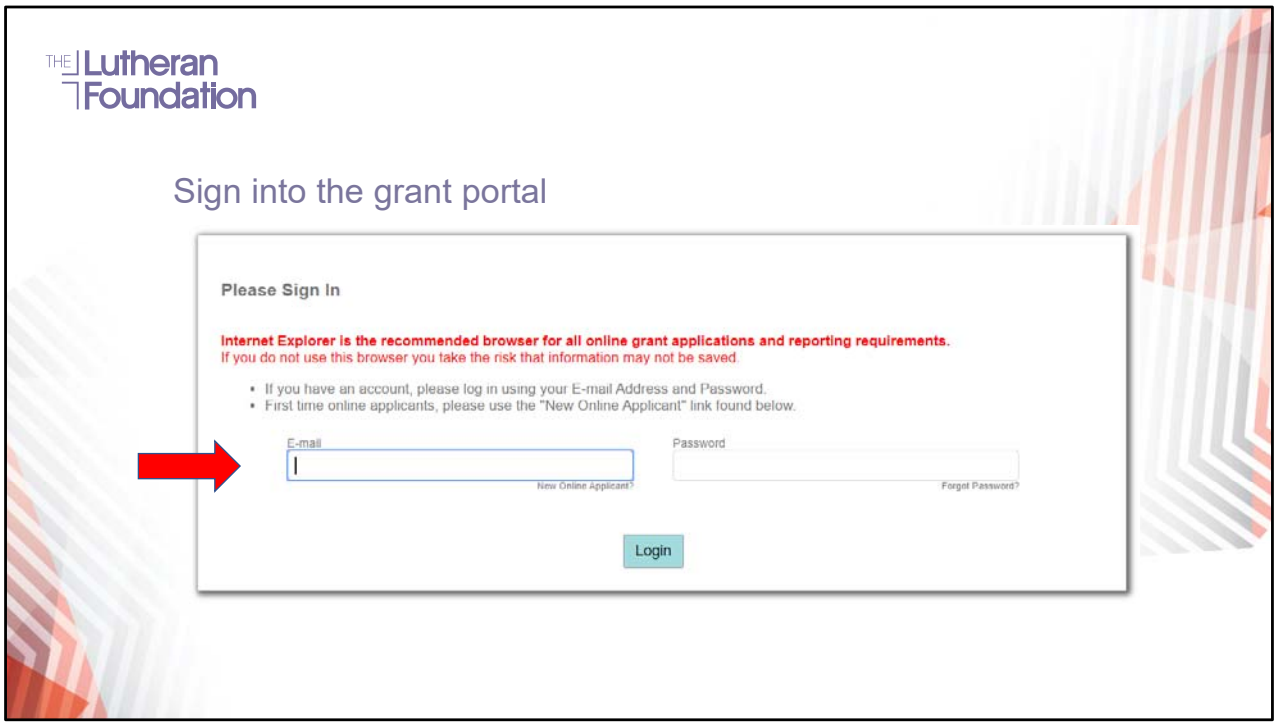
Scroll down on the page under “Lutheran Grants” click on “Learn More”.



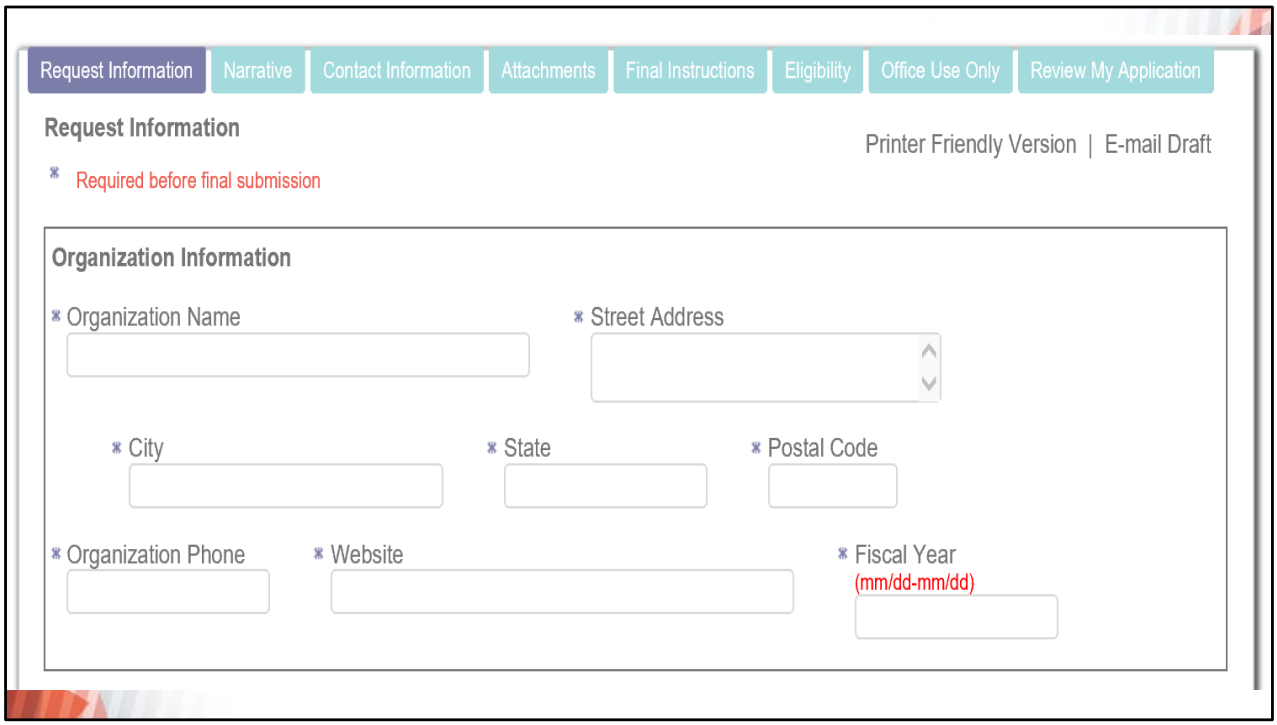
Since you are applying for a Lutheran Ministry Grant, select “+” to proceed.



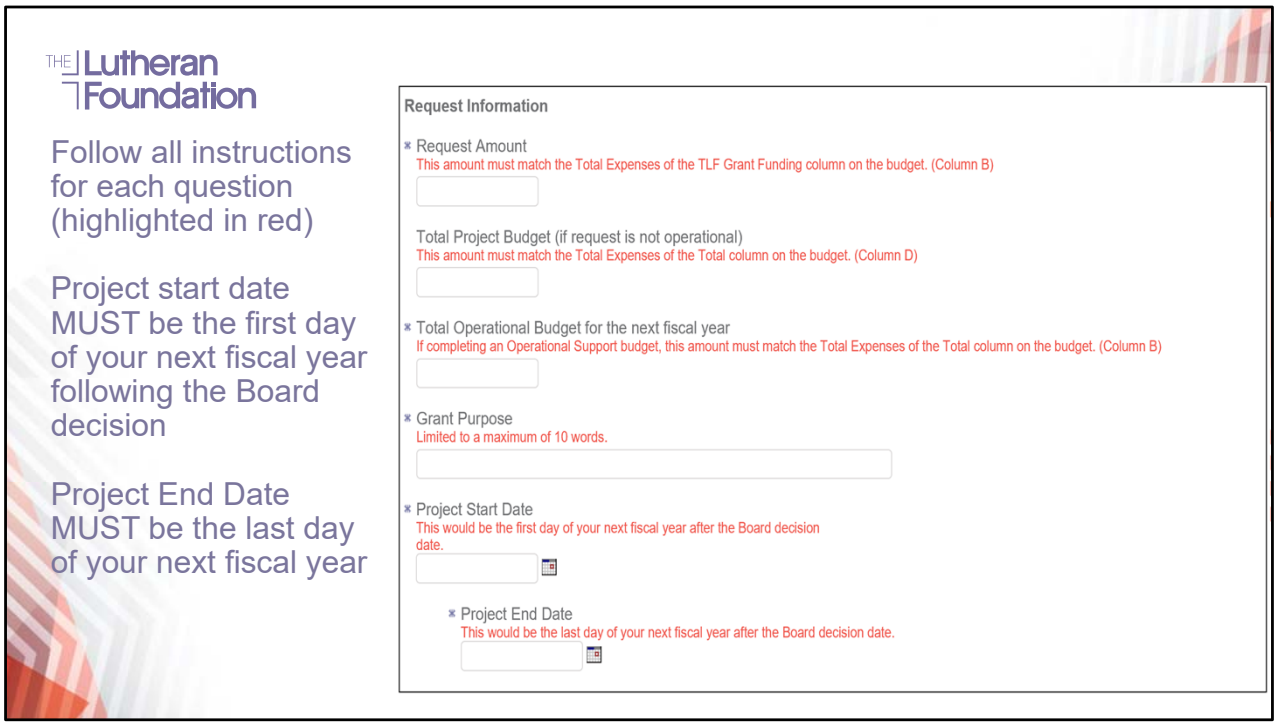
Scroll down to “How to Apply” and click on the “Lutheran Ministry Grant Application” link under #3.



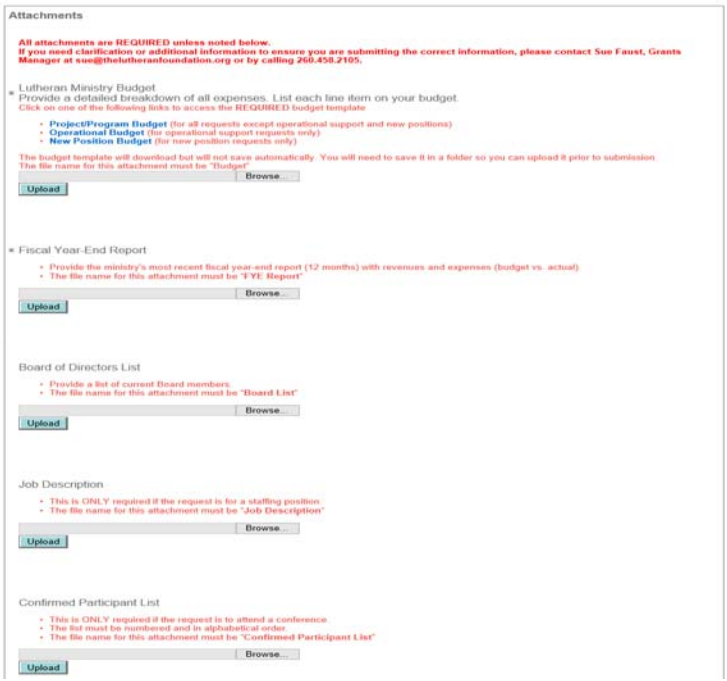
Enter the applicant email and password to begin the application process. It is recommended that each Organization share an applicant email and password to ensure the grant history and reporting requirements are available under one applicant.



Complete the information requested. The fiscal year requires the month and date only - for example if your fiscal year is calendar based it would be 01/01 to 12/31. No year is required.



Complete each section – The Grant Purpose should describe the grant request succinctly. For example, **2021 Operational Support**.
The Project Start date must align with the beginning date for your next Fiscal Year after the Board decision date.
The Project End date must align with the end date for your next Fiscal Year.



Budget forms are linked within the application. Select the appropriate budget to download.

Once the form is complete, save to your computer, then upload to application.

Job Description is only required if request is to fund a new position.

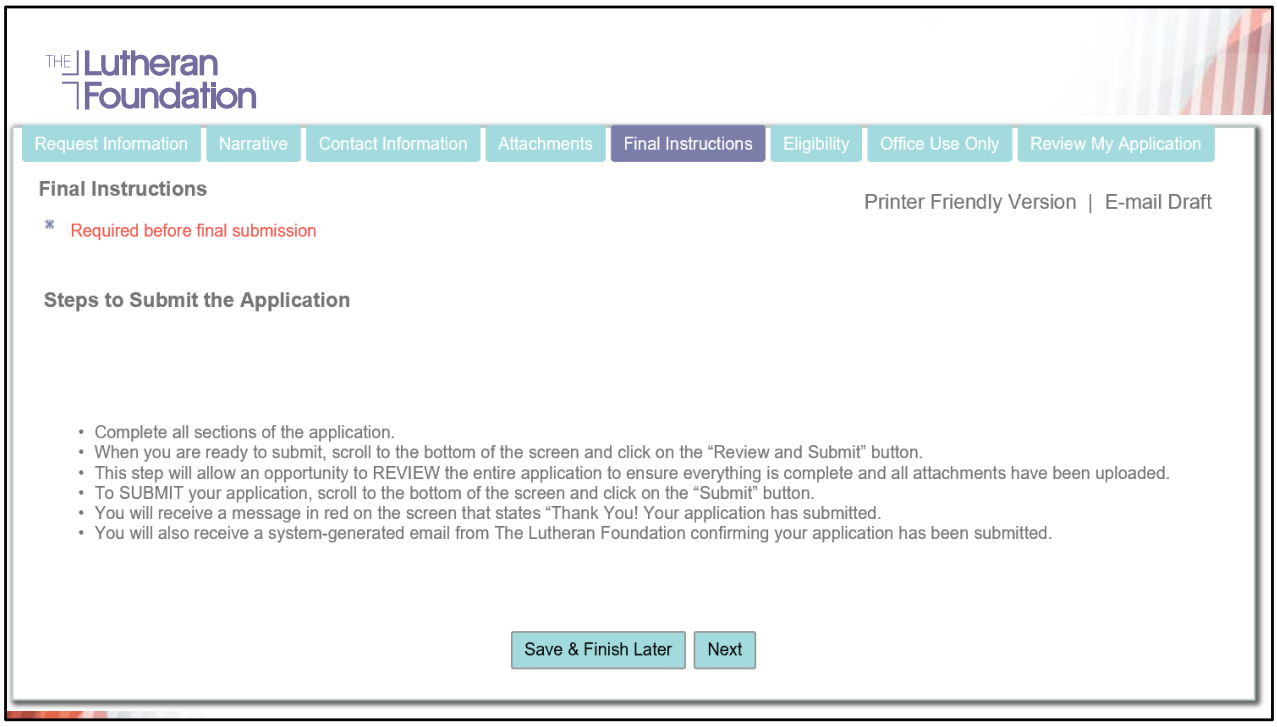
Confirmed Participant List is only required if request is for conference attendance.

The budget forms are linked within the application. However, you will still need to click on the appropriate link and download the form. (Only one budget form should be selected for the application.) Once the budget form is complete, save it to your computer to upload as an attachment with the application. To upload you will need to select “Browse” or “choose file”, search for the completed form on your computer and “open” or “select”, and then “Upload”. The file name will appear in the box once the form is selected.

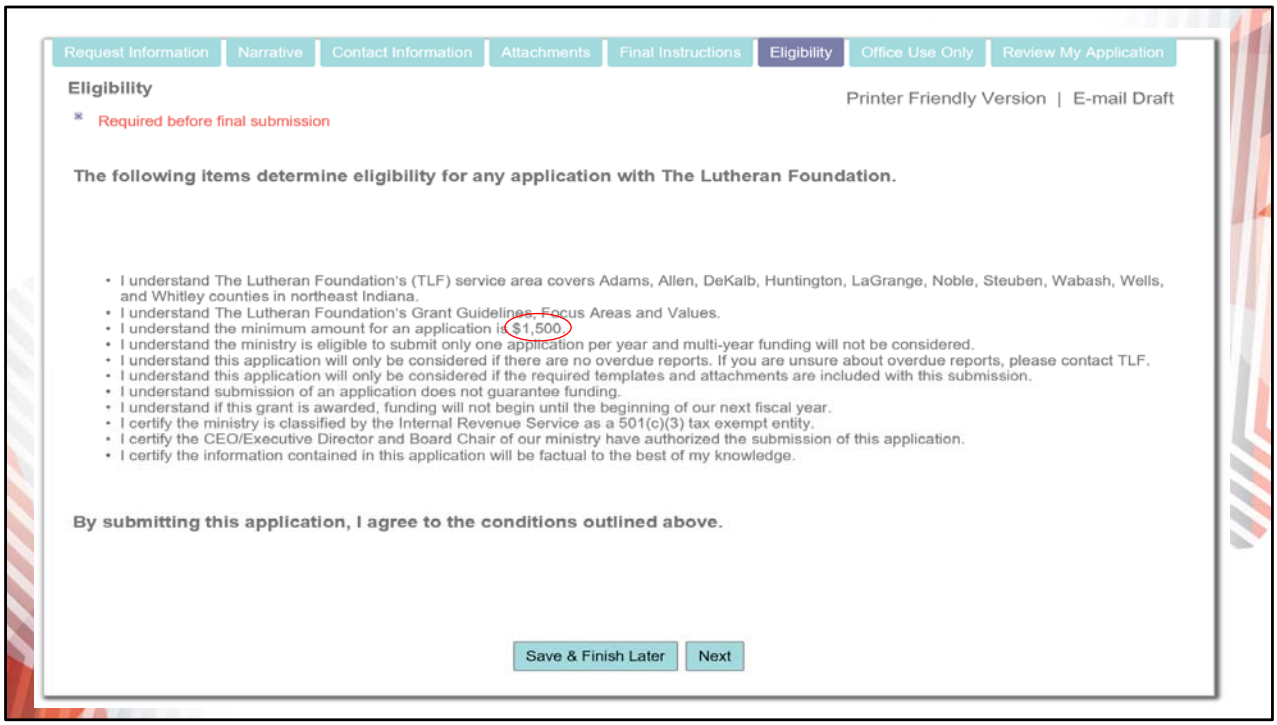
The Fiscal Year-End Report should be a document from the Organization that is saved as “FYE Report” on your computer. The FYE Report will be selected and uploaded as an attachment.

The Job Description (if applicable) will be a document created and saved as “Job Description” on your computer. The job description will be uploaded as an attachment from your computer.

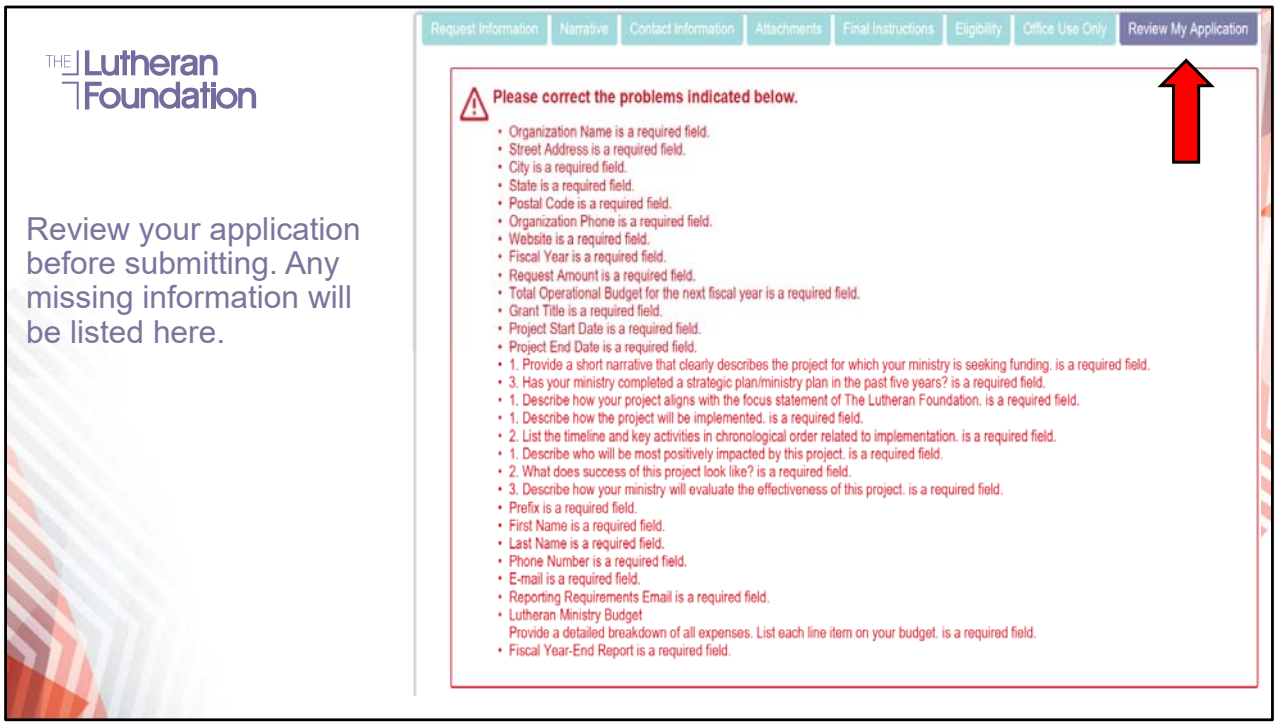
Confirmed Participant List (if applicable) will be a document created and saved as “Confirmed Participant List” on your computer. The list will be uploaded as an attachment from your computer.



Read the steps to make sure everything is completed. Select "Next" to continue.



Read the Eligibility requirements. Remember, the amount requested from The Lutheran Foundation must be a minimum of $1,500 for each application; the application will NOT be considered if there are any overdue or outstanding reports; the required template must be used; and you must provide the required attachments. Select “Next” to continue.



“Review My Application” will show all the fields that are not complete in red.

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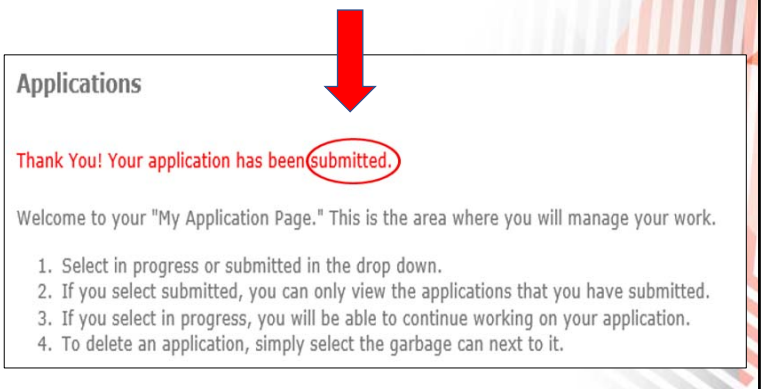
Once you have reviewed your application and submit, you will see this confirmation at the top of your page

A system-generated email will also be sent to the Grant Contact once the application has been submitted

It must state that “Your application has been **submitted**”

If it states “Your application has been **saved,”** then it has not been submitted and can be found on the Grant Portal under the Applications In Progress section



Once the application has been submitted, a system-generated email will also be sent to the Grant Contact listed on the application confirming submission of the application.

The publicity policy may be found on our website at www.thelutheranfoundation.org, scroll down to select "Media".

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Contact Information

Sue Faust
Grants Manager
Direct Line: 260.458.2105
sue@thelutheranfoundation.org

- **Discuss grant policies, application questions, payments, reporting requirements and Grant Portal submission (primary contact for ALL grant related information)**

Alex McCavit
Program Assistant
Direct Line: 260.458.2106
alex@thelutheranfoundation.org

- **Discuss application questions, payments, reporting requirements and Grant Portal submission**

Rev. Dr. Dennis Goff
Director of Ministry Programs
Direct Line: 260.458.2102
dennis@thelutheranfoundation.org

- **Discuss grant ideas prior to submission of an application and during grant review**

If your organization is interested in establishing an endowment with The Lutheran Foundation or if you have any questions regarding a current endowment, please contact Terri Kortokrax.