

Application and Guidelines for Funding of Lutheran School Initiatives from 125th Anniversary Thank Offering

Guidelines

What is the vision for the use of the funds?

To create an endowment fund to support of the maintenance, expansion and development of Lutheran schools in the East District.

This fund is administered by the East District Department for Parish Services through its Lutheran School Committee. Interest generated by the fund can be granted year to year or reinvested for projects in subsequent years.

Ideally, grants are to be used as “seed money” which provides start-up funding for new projects, or parts of projects, that could not otherwise move forward without an outside source of funding. However, in the case of grants for existing programmes or projects, the funding is available only for the short term and not as a long-term replacement of core budget funding sources.

In order of priority what kinds of projects are eligible for funding?

1. Projects which can serve as templates for other schools.
2. Outreach of the school into its community.
3. Staff development.
4. Instructional materials for establishing new schools.
5. Assistance for student initiatives.
6. Student “rewards” for excellence.
7. Special resource materials.
8. Maintenance or expansion of programmes in existing schools.

What is not eligible

1. “Bricks and mortar.”
2. Funding of permanent faculty or staff.

The School Committee of the Department for Parish Services is responsible for determining eligibility of project proposals. There is no fixed minimum or maximum dollar amount for eligible projects, however not all elements of individual proposals may be recommended for funding. In such cases, the Committee has the discretion to recommend partial funding. The Department for Parish Services is responsible for final approval of all funding.

How do we apply?

Complete the accompanying form, and submit to:

Lutheran Schools Committee
Lutheran Church-Canada, East District
275 Lawrence Avenue
Kitchener, ON N2M 1Y3

*Form also available in electronic format on the East District website. A sample proposal can be found on the reverse side of this document.

Completing the application

1. **Contact Information:** Provide the contact information for the person to whom questions about the application should be directed.
2. **Proposal Overview:** Summary of proposal and funding request.
3. **Proposal Action Plans:** Provide a detailed description of the proposal and a breakdown of the elements involved. Give for each element:
 - Funding timeline i.e. approximate date the money will be needed
 - Cost of the element
 - Source of funding: Local funding (L), or Thank Offering request (TO), or Other (OTH). For Other identify the source.
 - Priority for funding (for elements that require Thank Offering funding)
4. **Benefits:** Describe the benefits to school/congregation/community.
5. **Recommendations of the Committee:** For committee use.

What happens then?

1. Application is received and processed by the Lutheran Schools Committee.
2. The Committee makes recommendations to Department for Parish Services.
3. Approval by the Department; applicant is notified.
4. Funds dispersed according to approved timeline.
5. Applicant is responsible for submitting regular project reports. Digital photographs would be helpful both for the Department and for general communication within the District.
 - a. For Short-Term or One-time Projects – at the conclusion of the project
 - b. For Longer-term Projects
 - i. Semi-annual on 1 May and 1 November.
 - ii. Final after conclusion of the project.

The purpose of reporting is to maintain lines of communication and provide accountability, but will not involve “micromanagement” of the project by the Department.

Application (125th Anniversary Thank Offering, LCC, East District)

Contact Information				
Name of Group(s) Sponsoring Proposal		Name of Person Making Proposal		
Street Address				
City, Province, Postal Code			Phone Number	
Proposal Overview				
One Sentence Summary of Proposal				
Date of Request		Urgency (High/med/low)		
Amount Requested		When is decision required?		
Details of Proposal				
Detailed Description of Proposal (use additional pages if needed)				
Item/Element	Timeline	Cost	Source	Priority
Benefit(s) to Congregation/Community				

Sample Application—Lutheran School Grant (125th Anniversary Thank Offering, LCC, East District)

Contact Information				
Name of Group(s) Sponsoring Proposal	Any Lutheran School/Congregation, in the East District	Name of Person Making Proposal	John Brown, Chairman of School Board	
Street Address				
City, Province, Postal Code			Phone Number	
Proposal Overview				
One Sentence Summary of Proposal	To offer a parenting course to our community			
Date of Request	April 30, 2006	Urgency (High/med/low)	Medium	
Amount Requested	\$500	When is decision required?	Early July, 2006	
Details of Proposal				
Detailed Description of Proposal (use additional pages if needed)				
In October we are offering a 4- session evening parenting course to our community using materials produced by Lutheran Hour Ministries. We require partial funding for advertising and materials. We will conduct thorough followup by personal visit and followup materials				
Item/Element	Timeline	Cost	Source	Priority
Advertising – professionally printed posters	Sept-Oct	\$100.00	L	#1
Advertising – local newspapers	Sept-Oct	\$350.00	TO	#1
50 sets of participant manuals	October	\$150.00	TO	#2
Refreshments	December	\$50.00	L	#3
Benefit(s) to Congregation/Community				
An opportunity to open our church to neighbours who might not know what we are about.				

2006 September