



Emmanuel Lutheran Foundation (ELF)  
Funding Request Form  
2017-2018

**GRANT REQUESTS MUST BE RECEIVED BY OCTOBER 25, 2017**

*The Emmanuel Lutheran Foundation supports recognized ministries of Emmanuel Lutheran Church, North Hollywood. The Trustees award grants as funding becomes available. In the event a project is not funded, it should not be interpreted that the project is without merit. Grant recipients are requested to include the Emmanuel Lutheran Foundation in all project publicity.*

**1. RECIPIENT INFORMATION**

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

**2. CONTACT PERSON**

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

**3. PROJECT/PROGRAM INFORMATION**

Project/Program Name: \_\_\_\_\_

Project Date: \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Completion Date: \_\_\_\_\_ (Payment target prior to or by May 25, 2018)

Please attach a one-page written proposal that includes the information below. Confine your request to a single program or project. Be brief, but thorough. Additional pages with supporting information are welcome.

- Provide a concise and clear summary of the project or program. State the specific amount requested, to whom direct payment will be made, and how the funds will be used.
- Include a timeline for the project. Recall that ELF is seeking projects or programs that can be funded within 6 months of the grant announcement.
- Describe who your project will serve as well as how many will be served.
- What activities are planned to achieve the goal of your project? Will volunteers be utilized?
- How will you evaluate the effectiveness of your project or request; i.e., books will be purchased, classroom will be painted, etc.?
- Provide a budget for your project or request. Where possible, include firm cost estimates from vendors/suppliers. Also, detail funding that will be provided by any other sources for this project.

**Submit the completed proposal to:**

Emmanuel Lutheran Foundation  
6020 Radford Avenue  
North Hollywood, CA 91606

Debie Marsden, ELF Chair  
818-259-0820  
kdmarsden@gmail.com

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*For Foundation Use Only*

*Date proposal received      Date notified      Date funds dispersed*

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The Emmanuel Lutheran Foundation grows through generous gifts which are prudently invested and prayerfully dispersed to support the ministries of Emmanuel Lutheran Church. A gift to the foundation is truly *“THE GIFT THAT KEEPS ON GIVING.”*