



Emmanuel Lutheran Foundation (ELF)
Funding Request Form
2018-2019

GRANT REQUESTS MUST BE RECEIVED BY OCTOBER 12, 2018

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 Mar 31, 2019)

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, Chair
818-259-0820
kdmarsden@gmail.com

For Foundation Use Only

Date proposal received

Date notified

Date funds dispersed

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.”*