

## Southwest California Synod Guide to Grant Proposal

### Introduction

Thank you for your interest in The Southwest California Synod Mission and Ministry and Warner Trust grants, and for your efforts to spread the Gospel. Should you have any questions about completing your proposal, we encourage you to contact [grants@socalsynod.org](mailto:grants@socalsynod.org). As a reminder, your completed grant proposal must be received by the deadline set by the Endowment Committee. You can submit your full proposal up until midnight on the day of your deadline; if you are unable to meet the deadline due to extenuating circumstances, please contact [grants@socalsynod.org](mailto:grants@socalsynod.org) to request an extension.

### **CRITERIA**

1. Applicant must be a congregation, organization, or agency of the Southwest California Synod of the Evangelical Lutheran Church in America.
2. Grant proposals must support either the mission goals of the Southwest California Synod and the Evangelical Lutheran Church in America (ELCA) and their successor bodies or the donor restrictions imposed by the Warner Trust. These can be found on the Grant Submission Form.
3. Recipients must agree to use the funds only as stated in their proposal. Recipients agree to contact the Endowment Committee ([grants@socalsynod.org](mailto:grants@socalsynod.org)) if circumstances beyond their control delay or otherwise affect the funded project.
4. Recipients agree to work with the Endowment Committee and/or Synod Mission Interpreter to share the work enabled by the grant with the synod community. This may include stories about and photographs of the funded program.
5. Capital Projects will be considered only if the relationship to the mission of the congregation/ministry is clearly established.
6. Salary assistance up to one-third of the total salary for one year may be requested.
7. Congregations must submit the past years Congregational Report (Forms A and C) with the grant application.
8. Recipients are encouraged to make a gift to the Synod's Mission and Ministry Endowment Fund within three (3) years as able.
9. Applicants are eligible to apply in every grant cycle.

### Helpful Tips

1. Please answer the questions fully and provide budget detail.
2. Please limit use of bullets and other formatting as these features typically do not present

correctly once the application is submitted.

3. Approximate word counts are provided for each application question: however, additional space is provided for your use as needed.
4. Avoid using the back button in your browser to navigate through the application.

### **Congregation/Institution/Agency Information**

#### **General Information**

- Congregation/Organization/Agency Name
- Legal Name
- Mailing Street Address
- City
- State
- Zip Code
- Please note that we are unable to mail checks to P.O. Boxes or home addresses due to accounting restraints.*
- Website/Facebook page
- Office email address  
*e.g. [info@yourcongregation.org](mailto:info@yourcongregation.org)*
- Contact Person email address
- Amount of Annual Mission Support:

#### **Congregation/Organization/Agency Overview**

- Your history, or, if an organization, your mission including year founded  
*We prefer a concise narrative of approximately one-half page or 250 words, but additional space has been provided for you to utilize as needed.*
- Summary of current programs, activities, and accomplishments/impacts of congregation/organization/agency  
*We prefer a concise narrative of approximately one-half page or 250 words, but additional space has been provided for you to utilize as needed.*
- Target population (e.g. age, ethnicity, and other characteristics) and geographic area served across all services and programs  
*We prefer a concise narrative of approximately one-half page or 250 words, but additional space has been provided for you to utilize as needed.*

### **Proposed Grant Activity**

#### **Request Information**

- Amount Requested
- Intended Purpose/Project Title  
*A short phrase, such as "for neighborhood outreach" or "for new equipment for our sanctuary"*
- Executive Summary: *A concise narrative of approximately one-half page or 250 words*
- Type of support requested  
*Please select from the following options:*
  - *Capital support can fund construction, renovation, or equipment.*
  - *Program support can fund specific projects/programs, salaries, or capacity building.*
- Description of activity for which grant funds are being sought

*We prefer a concise narrative of approximately one page or 500 words, but additional space has been provided for you to utilize as needed.*

- **Goals of proposed activity: anticipated outputs, outcomes, and impact.**  
*We prefer a concise narrative of approximately one page or 500 words, but additional space has been provided for you to utilize as needed.*
- **Plans for evaluating the impact or success of the proposed activity**  
*We prefer a concise narrative of approximately one page or 500 words, but additional space has been provided for you to utilize as needed.*
- **Plans for administration and operation of the proposed activity**  
*We prefer a concise narrative of approximately one page or 250 words, but additional space has been provided for you to utilize as needed.*
- **Timeline for carrying out the proposed activity**
- **Please identify which and how your project uplifts the Synod's mission goals**  
*We prefer a concise narrative of approximately one-half page or 250 words, but additional space has been provided for you to utilize as needed.*
  - *Communicating the Gospel message powerfully and clearly*
  - *Shaping the faith of the baptized through education*
  - *Fostering congregations in becoming healthy communities*
  - *Creating opportunities for its rostered leaders to thrive*
  - *Developing at least four geographical area ministry strategies*
  - *Establishing clusters of congregations around similar ministries*

### **Required Attachments**

- **Congregational Report (Forms A and C)**  
*Please upload the report for the previous year*
- **Itemized Project Budget**