

**Bethany Lutheran Church
Endowment Board of Trustees
Crystal Lake, Illinois**

**Endowment Fund Outside Organization Funding Protocols
Pre-Submission Checklist**

Bethany Lutheran Church's Endowment Fund Board of Trustees has provided this short checklist for your use before submitting your application. This is an assist for you to ensure that your application is completed prior to submission.

ELIGIBILITY CRITERIA

- Our organization is a 501(c)3 public charity or non-profit.
- We have not received funds from the Bethany Lutheran Endowment Fund in the previous 3 years.
- We are not requesting funds for operating or budget support, including salaries and capital improvements.
- Our proposal is consistent with the Bethany Lutheran Church Mission and Guiding Principles.
- Our project is clearly defined (title, amount requested, category selected).

FOLLOW UP

- We are willing to provide feedback, a final report and impact statement.

DOCUMENTS TO INCLUDE WITH APPLICATION

- Copy of IRS determination letter as evidence of your 501(c)3 public charity or non-profit agency tax-exempt status
- Your mission and goals and a brief history of your organization (500-word maximum)
- Project description for the use of the requested funds and consistency with our Mission Statement and Guiding Principles (500-1000 word maximum)
- Project Budget, most current budget and other sources of funding (potential and/or secured)
- Evaluation Plan (500-word maximum)
- Names of the organization's board of directors