



## Mission Endowment Fund 2024 Information and Application Form

### Introduction

Through the generous gifts of its members, Zion Evangelical Lutheran Church of Waterville, Ohio, is pleased to offer grants for Mission purposes beyond Zion and its congregation. Zion's Endowment Committee administers the Fund through an application process.

The following information explains the application process and timetable. All applications must be in writing and all information must be provided. All applications must be **sponsored** by an active member of Zion Evangelical Lutheran Church. A member may sponsor no more than three (3) applications. In the interest of efficiency and uniformity, the Endowment Committee will evaluate all requests based on written applications rather than personal interviews with applicants.

### Categories

The Endowment Committee is looking for primarily one-time projects that will stimulate and facilitate God's work in both the local community and beyond. The Committee has an interest in helping others as a partner in Christ. Applications for on-going operating or budget support, including salaries, will generally not be considered. Grants will only be awarded to tax-qualified charitable organizations. The Committee will consider and evaluate all appropriate grant applications that are related to the following categories. The Committee is responsible for fulfilling the purpose of the Mission Endowment Fund; that is, to provide annual distributions beyond the operational needs of Zion to the ministries as stated below:

1. Outreach initiatives by Zion or other organizations in the community;
2. Outreach initiatives by organizations throughout Northwest Ohio;
3. Outreach initiatives by organizations with national or global impact;
4. Seminary education and funding; and,
5. Organizations, projects or ministries recommended by the Office of the Bishop of the Northwestern Ohio Synod, ELCA.

Jesus told his disciples in Acts 1:8 "...and you will be my witnesses in Jerusalem, in all Judea and Samaria, and to the ends of the earth." The first three categories above reflect Jesus' charge in Acts. The fourth category is for Trinity Lutheran Seminary at Capital University where future church leaders prepare for their ministry. The fifth category is for applications submitted by the Bishop's office through which Zion shares its gifts with others in the Synod.

### **2024 Dates**

All grant applications must be received in the church office no later than March 11, 2024. The Endowment Committee will review all applications by late April. In May, ballots will be prepared and mailed to all congregation members to vote on the proposed projects and beneficiaries. All ballots that are properly returned and verified by July 16 will be counted and compiled by the Committee. Voting results will be announced in August and checks will be forwarded by mail to the address provided under "Organization Name" in the application. Recipients will be recognized at Zion's worship services on Mission Sunday, currently planned for October 20, 2024.

### **Procedure**

The Endowment Committee will review the applications by late April. Applicants must be tax-qualified charitable organizations, including churches, or mission-related projects carried out by Zion members. In addition, to avoid diluting the benefits of the limited amount of grant money that is available, the Committee has determined that no more than 20-25 applications will be considered for funding each year. Unfortunately, this means that not every application that is submitted will be presented to the Congregation for voting. In selecting applications for voting, some of the factors considered by the Committee are: previous grants from Zion's Mission Endowment Fund, the extent of other donors to the organization, the breadth of impact that will result from the grant, and how the impact of each application compares to all others that were submitted. While the selection process ultimately includes the exercise of judgment, any major changes or additions to the criteria will be announced prior to the application deadline. It is hoped that there are at least three proposals in each category to be voted on. However, if there are no appropriate applications submitted and approved in a particular category, none will be presented. Applications without a Zion sponsor or that are otherwise incomplete will not be considered. Sponsor information is provided on the last page of the application which must be printed separately and attached to the submitted application. That page is removed prior to the Committee's review to ensure that the Committee will consider only the applicant and the grant request. In addition, Committee members do not participate in the review of any application sponsored by them.

## **Funding**

Application proposals must be limited to no more than \$15,000 per request. It is anticipated that the Mission Endowment Fund will provide approximately \$150,000 in grants for 2024. This amount will be allocated among the appropriate categories listed above. The amount allocated to each recipient will vary depending upon the number of approved applications, how well they match the mission objectives, and the results of the Congregation vote. Additionally, any project appearing on the ballot may receive full, partial or no funding.

## **Application**

An active member of Zion must sponsor each application for a grant from the Mission Endowment Fund. Outside organizations or groups seeking grants must be sponsored by a Zion member. A member may sponsor no more than three (3) applications. For the last two grant categories, the Committee may work directly with the Office of the Bishop, Trinity Lutheran Seminary or Seminary students. The application form must be filled out in its entirety. Additional information that the applicant wishes to supply should be attached to the application. The application must be received in the church office by March 11, 2024, to be considered for funding in August. Any questions regarding this application process should be directed to Zion Lutheran Church at 419-878-0266.

Additional applications may be downloaded from Zion's website. Look for the "Endowment" tab at [www.zionlutheranwaterville.org](http://www.zionlutheranwaterville.org).

If you download the application, you can enter all information using a computer. It is a "fill in the blanks" document that can be saved on a computer. After you have entered all the information, please print a copy and mail it to the church office. If your information does not fit in the space available in the printed form, you will need to create and attach supplemental sheets. Make sure all the information you wish to submit appears clearly in the final package you mail to the church office. Applications may also be filled in by hand or with a typewriter.

Print the entire application, including the separate sheet with sponsor information, and mail or deliver it to:

Endowment Committee  
Zion Lutheran Church  
22 North Second Street  
Waterville, Ohio 43566



## 2024 Mission Endowment Fund Application

The applicant and/or sponsor must submit this application by March 11, 2024, to receive consideration for funding in August. Applications that properly fit the grant categories and are selected by the Endowment Committee will be presented on the Congregational ballot. Allocations will be based primarily on the vote of the congregation. Application proposals must be limited to \$15,000 per grant request.

Date of application \_\_\_\_\_ Grant amount requested \_\_\_\_\_

Organization name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_

Organization contact person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

List the purposes for the grant and the ways in which funds would be used.

Describe how the organization's work supports Christ's mission.

List other groups or agencies that support this organization.

Give a brief history of this organization or group and its mission.

Explain how success will be measured in this project. Provide name and contact information for the person who will accept that responsibility.

Provide a description of the organization and the purpose of the grant requested. This should be limited to approximately 100 words. If selected, **this description, AND ONLY THIS DESCRIPTION, will accompany the ballot presented to the congregation for voting.** Therefore, it should include everything you want voters to know about the organization, its mission, and the grant request. You may attach a separate sheet for this purpose if you choose. Examples from a prior year's ballot are available through Zion's office.

**DON'T FORGET TO FILL IN THE SPONSOR INFORMATION ON THE LAST SHEET**

Applicant organization name \_\_\_\_\_

Zion member sponsoring this application:

Member name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

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