

The Foundation of the Master Fact Sheet and Grant Application

The Foundation of the Master (the “Foundation”) is a charitable organization established to strengthen and further the ministry of Lutheran Church of the Master, Omaha, Nebraska. The Foundation looks to meet underserved needs in the areas of Christian education, Christian outreach, and other closely related issues which will improve the lives of individuals, families, and the community at large.

Eligible applicants are 501(c)(3) certified organizations or other organizations which have like goals of the Foundation serving the Omaha community. Funding is variable depending upon availability of funds. Most grants will be under \$2,000.00. However, grants for larger amounts up to \$10,000.00 will be considered. The organization’s governing board must approve all applications prior to submission.

Successful applications will include the following components:

- Respond to a demonstrated or emerging community need.
- Support effective, proven, or promising solutions.
- Build upon other resources.

How to Apply

Grant applicants are expected to complete the Foundation’s Grant Application, which includes specific questions related to the proposed project and its significance as well as the financing and management of the organization.

The Foundation of the Master may consider grants at any time but will give priority to those filed under the following calendar:

Grant Proposal Deadline	Foundation Board Meeting	Applicant Notified
March 1	Third week in March	Upon Approval unless further documentation is needed
June 1	Third week in June	
September 1	Third week in September	
December 1	Third week in December	

All applications are to be submitted to:

The Foundation of the Master
2617 S 114th St
Omaha, NE 68114-3098

Additional contact, correspondence, or site visits with Foundation staff and committee members, when necessary, will be conducted following preliminary review of the proposals.

All grant applications become the property of the Foundation and may be retained.

Contact one of the foundation officers if you have questions concerning the grant application process.

Instructions for The Foundation of the Master Grant Application

There are two main sections of this Grant Application: Program Narrative and Financial Information. Please carefully read the explanations of what should be included in both of these sections of your application.

1. PROGRAM NARRATIVE: Do not exceed three (3) pages. Clarity and brevity are essential. The program narrative should address the following items in the order they are listed using the headings provided. Please answer the bulleted items in paragraph format and be sure to answer with complete sentences. Remember that grant committee members review many applications, so please clearly present your information.

- **Organizational Description:** A brief description of your organization.
- **Amount:** Amount requested.
- **Purpose:** Purpose of your request (the need you will meet, the problem you will address, or the opportunity you will seize).
- **Population Served:** Target populations you plan to serve.
- **Results:** Effect your action will have on the need, the problem, or the opportunity.
- **Evaluation:** Discuss how you will know if you are successful. How will you measure this success?
- **Strategies:** Strategies you will employ to implement the program, including, if applicable, collaborations with other organizations.
- **Sustainability:** Describe how your organization will sustain this program once grant funds have been spent.
- **Similar Services:** If known, list three other organizations that offer similar services. Discuss if and how services are coordinated and/or complement each other.

2. FINANCIAL INFORMATION (Please use the two budget forms provided) .

- Organizational Budget: Current year financial information for your organization (please use the format provided).
- Program Budget: List sources and amounts of all income including this request and the status of each request (confirmed or pending); list expenses related to the program.

Checklist: These items must be included with your application and should be provided in this order.

- Cover page*
- Program narrative, with headings provided; not to exceed three pages
- Financial information including the organizational budget and program budget*
- IRS 501(c)(3) letter or other documentation showing non-profit status.

* May not exceed one page and enclosed forms must be used.

All grants submitted to The Foundation of the Master become the property of the Foundation. We may retain all grant applications submitted.

The Foundation of the Master Grant Application Cover Page

Grant you are applying for:

Application date:

Federal Tax ID number:

Is your organization a 501(c)(3), faith-based organization? Please include the IRS Determination Letter.

501 (c)(3) Faith-based School

Name of Organization (as listed with the IRS):

Contact person and title:

Complete mailing address of organization:

Phone:

Fax:

E-Mail:

Website:

Executive Director:

Name of the proposed program:

Please give no more than a three-sentence summary of request:

Dollar amount requested:

Total Program Cost:

I have read the guidelines for this Application and the Fact Sheet for submitting this request.

Typed Signature

Date

The Foundation of the Master Grant Application

1. PROGRAM NARRATIVE - Please use subsection headings below (Not to exceed three pages)

Organizational Description:

Total Amount Requested:

Purpose:

Population Served:

Results:

Evaluation:

Strategies:

Sustainability:

Similar Services:

The Foundation of the Master Grant Application

Organizational Budget

(For the current year)

INCOME

Source	Amount
Government grants & contracts (Local, State & Federal)	\$
Foundations	\$
Corporations	\$
United Way or other campaigns	\$
Individual contributions	\$
Fundraising events & products	\$
Membership & fee income	\$
Investment income	\$
Other (please specify)	\$
	\$
Total income	\$

EXPENSES

Item	Amount
Salaries & wages	\$
Insurance, benefits & related taxes	\$
Consultants & professional fees	\$
Travel	\$
Equipment	\$
Supplies	\$
Printing & copying	\$
Telephone	\$
Postage	\$
Rent & utilities	\$
Depreciation	\$
Other (please specify)	\$
	\$
Total expenses	\$
Difference (Income less expenses)	\$

Program Budget

INCOME

Source	Amount
Government grants & contracts (Local, State & Federal)	\$
Foundations	\$
Corporations	\$
United Way or other campaigns	\$
Individual contributions	\$
Fundraising events & products	\$
Membership & fee income	\$
Investment income	\$
Government contracts	\$
Other (please specify)	\$
	\$
Total income	\$

EXPENSES

Item	Amount	%FT/PT
Salaries & wages	\$	
(Breakdown by position and indicate if full or part-time)	\$	
Subtotal	\$	
Insurance, benefits & related taxes	\$	
Consultants & professional fees	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing & copying	\$	
Telephone	\$	
Postage	\$	
Rent & utilities	\$	
Depreciation	\$	
Other (please specify)	\$	
	\$	
Total expenses	\$	
Difference (Income less expenses)	\$	