

Serving as the Hands and Feet of Christ

Siebert Lutheran Foundation

Applicant Questions

Program Name*

Character Limit: 50

Lutheran Denomination

Choices

ELCA
LCMS
WELS
Other

Organization Background and History*

Please provide a brief background history of your organization, particularly if you are new to applying to the Siebert Lutheran Foundation; or, if you have worked with the Foundation in the past, please provide any updates since your last application that are relevant to this program and grant application.

Character Limit: 1500

Applicant Questions

Amount Requesting*

What dollar amount are you requesting? Please complete below, using only numeric characters.

Character Limit: 20

Should your program be funded, over what period of time do you wish the funding to apply? We will assume your request is for a 12-month period unless you indicate otherwise in this response.

Character Limit: 50

Total Program Budget*

Please indicate the projected annual operating budget of the program, including any Siebert Lutheran Foundation support, using numeric characters only.

Character Limit: 20

Siebert Amount Requested as a Percentage of Total Budget*

Please calculate what percentage of the total budget would be provided by the Siebert Lutheran Foundation if this grant were to be approved. Fill in below, using numeric characters only. **Do not** use a % symbol.

Character Limit: 3

Who Will Be Served

On the Letter of Inquiry, you answered this question as shown below. Please provide updates, if any, if the program has further evolved since that time, in the text box provided below. No updates are necessary if the earlier description provided has not changed.

Character Limit: 3000

Who Will Be Served update:

Character Limit: 1000

Program Description

On the Letter of Inquiry, you described this program as shown below. Please provide updates, if any, if the program has further evolved since that time, in the text box provided below. No updates are necessary if the plan described earlier in the Program Description has not changed.

Character Limit: 5000

Program Description update:

Character Limit: 5000

Select Type of Program*

Within the Serving as the Hands and Feet of Christ funding priority, Siebert provides funding for various types of programs. Please select the best description of your program, utilizing the drop-down menu below.

Choices

Lutheran Site-based Food Ministries
 Urban Neighborhood Outreach, and Health and Wellness Ministries
 Youth Development Ministries
 Adult Learning Opportunities
 English as a Second Language (ESL) Programs
 Prison and Reentry Ministries
 Jobs, Entrepreneurship, and Economic Development
 Other

Resources Utilized*

What resources will be utilized to deliver your program/project to those being served? For example, the physical site, staff, volunteers, expertise, etc.

Character Limit: 2000

Expected Program Outcomes*

- What is the primary goal(s) of the program for the clients served?
- What will be different for those served as a result of your program? (e.g. increased skills, knowledge, deepened faith, different behaviors, etc.)

Outcomes are not the activities delivered; outcomes are the changes participants may experience as a result of those program activities. For example, training is an activity; the expected outcome would be increased skills or knowledge.

Character Limit: 2000

How Outcomes will be Evaluated*

- How will you know the outcomes you listed above have been achieved?
- How will you evaluate the results of your program? This can be done via quantitative (metrics, testing, post-surveys, independent evaluations, etc.) or qualitative (focus groups, interviews, observations, etc.) methods.

Character Limit: 2000

Program Budget*

Please upload the program budget, if it exists, or develop one using the budget template provided and upload in the browser box below. The line item descriptions and numbers used on the template are ONLY AN EXAMPLE. Please customize to fit your program by adding or deleting revenue or expense line items as needed. It's important to include:

- all revenue sources, including other funders, and;
- all projected expenses.

Click here to access the budget template.

File Size Limit: 1 MB

Implementation Timeline

On the Letter of Inquiry, you described the implementation timeline as shown below. Please provide updates, if any, if the program has further evolved since that time, in the text box provided below. No updates are necessary if the timeline has not changed.

Character Limit: 1000

Implementation Timeline update:

Character Limit: 500

Relevant Experience*

Please describe the experience and expertise that your organization has that will help assure successful implementation of the program.

Character Limit: 1500

Leadership*

The Siebert Lutheran Foundation believes effective ministries require strong leaders of all types. Please provide information on your program leaders involved in direct service.

Character Limit: 1500

Leadership Development*

Please provide information on how program participants will have opportunities to develop their own leadership skills as a result of your program.

Character Limit: 1500

Focus on Overcoming Systemic Barriers*

The Siebert Lutheran Foundation believes there are institutional and societal barriers experienced by “the least of our brothers and sisters” and that intentional focus is required to overcome the barriers encountered by individuals or groups that have been historically marginalized by society. If appropriate, please provide information on how your program addresses these barriers. If you feel this question is not pertinent to your application, please indicate so below.

Character Limit: 1500

Business Model and Financial Sustainability

The Siebert Lutheran Foundation believes business and financial models need to be sustainable, and that ministries will need to be more entrepreneurial in the future to create sustainability.

Will this program begin operation or continue to operate if the Siebert Lutheran Foundation request is not approved?*

Character Limit: 1500

Do you anticipate applying for funding from the Siebert Lutheran Foundation in the future?*

Character Limit: 1500

What would be the plan for financial sustainability if Siebert Lutheran Foundation funds are not available now or in the future?*

Character Limit: 1500

Do you have a written development plan to increase revenue and/or raise funds?*

Choices

Yes

No

If yes, please upload your development plan using the browser box.

File Size Limit: 2 MB

Use of Data, Best Practices and/or Continuous Improvement and Innovation*

The Siebert Lutheran Foundation encourages all its funded ministries to use data (information, facts, figures, results) in decision-making, to benchmark other similar programs for best practices, and/or to apply continuous process improvement and innovation in program design. Please share how these principles are utilized in the program for which you are applying. (Please note: we do not expect all programs to include all elements.)

Character Limit: 1500

Collaboration and Partners*

Does your organization currently collaborate with others in your community who serve similar needs? If yes, please list and describe the partners or collaborators. If not, please explain why.

Character Limit: 1500

Siebert Lutheran Foundation Support

Aside from financial support, are there other ways the Foundation could help advance this program?

Character Limit: 150

Governance*

Please provide information on your organization's governance structure per the template provided.

Click on Siebert Governance Template to access and download the template.

File Size Limit: 1 MB

Proposal Authorization*

Please upload a SIGNED copy of the minutes of a meeting of your governing body or a resolution signed by your governing body chairperson, indicating authorization to submit this grant application. Please ensure it is signed, or your application will not be accepted. If additional time is needed, please advise and note that it must be submitted before the grant application can be reviewed by the Siebert Lutheran Foundation Board of Directors.

File Size Limit: 1 MB

Fiscal Management

Year-end Operating Statement and Balance Sheet*

Please upload your organization's most recently closed year-end income and expense (operating) statement, and the balance sheet.

File Size Limit: 2 MB

Year-to-date Operating Statement and Balance Sheet*

Please upload your organization's current fiscal year income and expense (operating) statement, and balance sheet.

File Size Limit: 2 MB

Audited Financials

If your organization has an independent audit conducted, please upload a copy of the most recent approved audit report, including footnotes.

File Size Limit: 6 MB

IRS Tax Exempt Status

If your organization's legal structure is a 501(c)(3) tax-exempt organization, please provide the TAX-EXEMPT ID number. Note: churches and schools are not required to be 501(c)(3) organizations.

Character Limit: 25

Other Supporting Documentation

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If there is additional information you'd like to include with your grant application, please use the upload boxes below.

File Size Limit: 3 MB

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