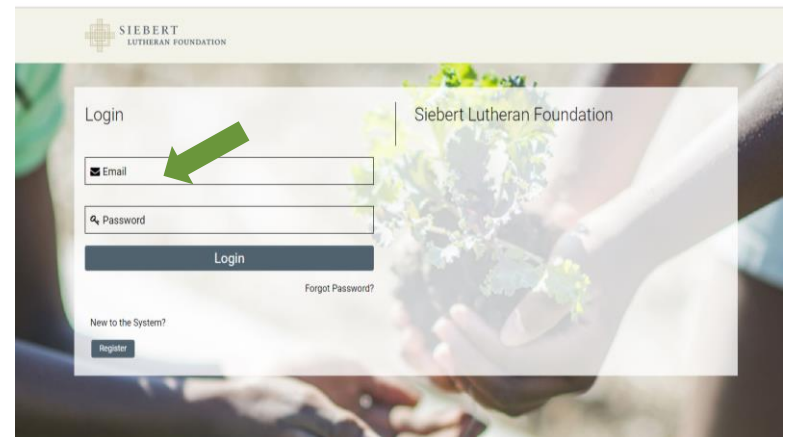
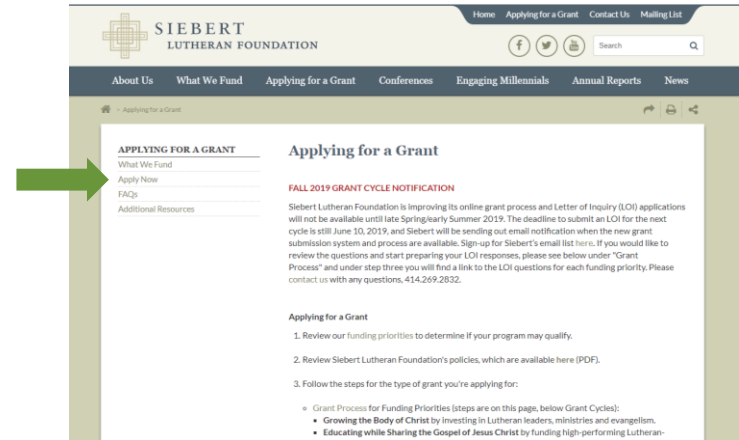




SIEBERT  
LUTHERAN FOUNDATION

# Submit an LOI

- Go to [siebertfoundation.org/apply](http://siebertfoundation.org/apply)
- Click **Online Portal** on the left sidebar
- Enter **Login** information
  - Note: you must be Registered as a New User first

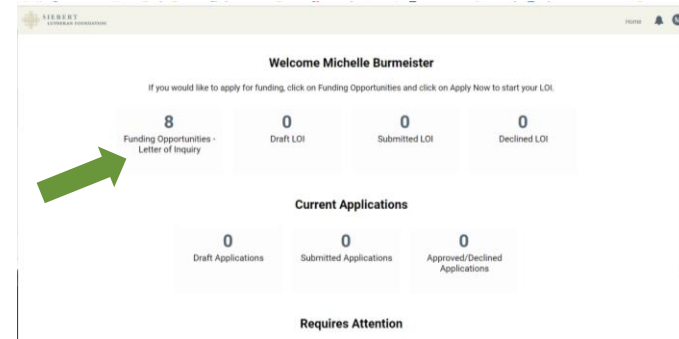




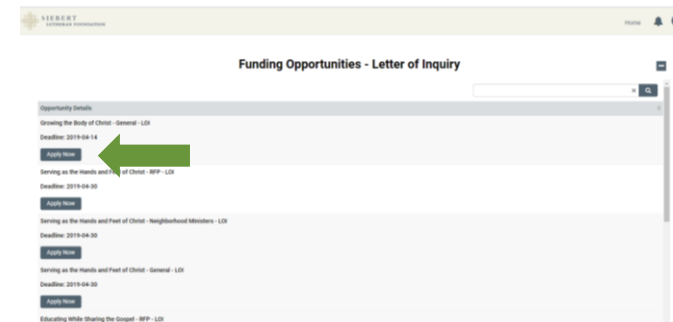
SIEBERT  
LUTHERAN FOUNDATION

# Submit an LOI

- Click Funding Opportunities – Letter of Inquiry



- Click **Apply Now** underneath the funding priority LOI that is appropriate for your program or project:
  1. Growing the Body of Christ – General – LOI
  2. Serving as the Hands and Feet of Christ – General – LOI
  3. Educating while Sharing the Gospel – General - LOI
- For a description of Siebert's funding priorities visit [siebertfoundation.org/whatwefund](http://siebertfoundation.org/whatwefund)





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# Submit an LOI

- Fill in All Fields on the **New Grant** page
- If you miss completing a field, you will receive an error notification when you try to Submit the Application. **Click** on the error text and it will take you to that field in the Application for you to complete.
- Click **Save Draft** at the bottom of the page to save your work.
- After you have clicked **Save Draft** a **Submit** button will appear.
- Once you are sure your LOI is complete, click **Submit**

2019-1250

Please correct the following errors and try again.

- Please attach at least 1 file to Financial Substitutions
- Should numeric input of Select Amount Requested as a Percentage of Total Budget
- Select Type of Program cannot be empty.
- Minimum Method cannot be empty.
- Expected Program End/Start cannot be empty.
- How Outcomes will be Evaluated cannot be empty.
- Relevant Experience cannot be empty.
- Leadership cannot be empty.
- Focus on Overcoming Systemic Barriers cannot be empty.
- What would be the plan for financial sustainability if Siebert Lutheran Foundation funds are not available now or in the future? cannot be empty.
- Do you have a written development plan to increase revenue and/or raise funds? cannot be empty.
- Size of Staff, Board/Parishioners and/or Volunteers (improvement and assessment) cannot be empty.
- Are you a PBO/OTCM affiliated school? cannot be empty.
- Does your organization currently collaborate with any others in your community who serve similar needs? If yes, please list and describe the partners or collaborators. If not, please explain why cannot be empty.
- Lutheran Identity cannot be empty.
- Learning/Book Reading cannot be empty.
- Is there a committee structure? cannot be empty.
- Financial thought cannot be empty.
- Mission or Core Values cannot be empty.
- Governance Structure cannot be empty.
- Conflict of interest cannot be empty.
- Fundraising cannot be empty.
- Writing committee empty.
- Name of Church/School cannot be empty.
- Should numeric input of Engaged Members
- Should numeric input of Average Attendance
- Should numeric input of Estimate of % of your attendance that is school families
- Should numeric input of Attendance Rate

Save Draft Submit

2019-1253

Please remember to "Save Draft" in order to ensure your work is saved.

QUESTION GROUP

Creating the Body of Christ by Investing in Lutheran leaders, ministers, and congregations

\* Are you applying for funding for a capital project?

If your capital request is \$250,000 or more you can only apply during our Fall Cycle

Yes

\* Capital Amount

\$200,000.00

\* Program Name

Please create a simple, understandable name for your program application; we suggest a name that will be clear for our Directors and staff to understand as your program will be labeled as such in our internal system.

Text

90 characters left

\* Lutheran Organization

In the organization you represent affiliated with the Lutheran Church?

Yes

\* Lutheran Documentation

EUSA

Please indicate which Lutheran church body your organization is affiliated with; if you responded No to the previous question, please select "Other" in the dropdown menu.

\* Organization Background and History

Please provide a brief background history of your organization. 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.

Save Draft Submit



SIEBERT  
LUTHERAN FOUNDATION

# Submit an LOI

- If your LOI is approved, you will receive an email from [noreply@smartsimple.com](mailto:noreply@smartsimple.com) with the subject “Letter of Inquiry Approved.” Follow the instructions in the email.
- If your LOI is declined, you will receive an email from [noreply@smartsimple.com](mailto:noreply@smartsimple.com) with the subject “[LOI #] LOI Declined”