OTHER GRANTS REQUEST FORM

(This form does not need to be used to request funding. However, minimally the information requested on this form should be included in the request.)

1. **Date submitted:**
2. **Outreach Project/Ministry Name:**
3. **Request submitted by:** (include contact information)
4.   **Description**
    a. **Purpose or objective of project/ministry :**
    b. **Background:**

       (*Briefly provide information considered in developing the program request. The background may include the people to be served, resources already available, and any other information that would help others understand the discernment process that led to this request.*)
    c. **Planned actions and time line to achieve purpose or objectives:**
    d. **Person/position responsible for oversight of project/ministry:**

       (It is expected that this person will ensure that updates are provide to the Mission Endowment Committee)
    e. **Missional partners (people or organization for this project/ministry):**

       (These may be people who are active participants in the project/ministry to provide support or guidance, or who are aware and prayerfully supportive. These may be people that you have already contacted or who you will contact. It is not necessary to list all individuals, but please provide sufficient information that the breadth of any partnerships is indicated.)
5.   **Funding**
    a. **Provide break down of funding requested:**
    b. **Detailed budget and specific use of funds requested**
6. **Further information which may help with the consideration of this request.**

I hereby certify that the above is true and accurate statement of the information required for this request.
I agree that I will write a brief summary of the ministry for which these funds were used and submit it, along with pictures to the Endowment Committee, for the purpose of sharing the story about the work of the mission endowment committee.

Signature_____ Date _____

              Mail to:
                     Mission Endowment Fund CSS
                     420 W 14th St. Ste. 101
                     Kansas City, MO   64105
              E-Mail to:
                      assembly@css-elca.org