



Fall 2022 ELCA Congregation Application Checklist

This checklist details the questions and documents needed to apply for a Fall 2022 Immanuel Vision Foundation grant. *It is for informational purposes only.* Grant applications must be submitted online [HERE](#). The grant application will be open from August 1 to September 30, 2022. An application must be submitted by 11:59 pm on September 30 to be considered for funding.

***All eligible ELCA congregations were mailed an invitation letter which included a code to access the Fall 2022 application. If you believe your congregation is eligible and you did not receive an invitation letter or access code, please contact Kaley at 402.829.6959 or kswartzbrown@immanuel.com.**

Request

Project/Program Name* (*character limit: 150*)

Project/Program Focus*

What service area, population or community need is primarily served by this proposed project/program?

Amount Requested:*

Amount requested may not exceed \$10,000.

Total cost for this project/program:*

Current funds available for this project/program:*

Congregation's current overall annual budget:*

Potential Conflict:*

Please indicate (Yes or No) whether your organization, or any of your affiliated organizations, provide goods or services to any Immanuel organization in Nebraska or Iowa (e.g. Immanuel Pathways, Immanuel Long Term Care or Immanuel Communities). A potential conflict does not eliminate an organization from consideration.

If Yes: Please describe the goods or services provided and the mechanism by which your organization is compensated (e.g. hourly pay for services, a set amount per referral, a fee per service rendered, a flat amount each month, etc.). This information is important in evaluating the applicability of potential State and Federal laws (e.g. the Anti-Kickback Statute, 42 U.S.C. 1320a-7b). (*character limit: 1,500*)

Project/Program Proposal

History & Current Programs*

Explain your congregation's history including the populations served, its geographic area of operation, current programs and related activities. (*character limit: 3,000*)

Project/Program Information*

Describe the project/program for which your congregation seeks funding. Include needs, objectives, timeline, future plans, as well as service areas and/or population to be served. (*character limit: 3,500*)

Program Evaluation & Sustainability*

Describe how you will evaluate this project/program as well as your plans for its sustainability. Include at least two measurable goals. (*character limit: 3,000*)

Diversity, Equity, Inclusion & Accessibility

Optional: How does your congregation proactively promote diversity, equity, inclusion and accessibility in your work internally and externally? (*character limit: 3,000*)

Additional Information

Optional: If there is any additional information you would like the Immanuel Vision Foundation to know about your congregation, or this specific request, you may share it below. (*character limit: 2,000*)

Financial Information

Detailed Project/Program Budget* (*accepted file types: .pdf, .doc, .docx, .xlsx, .xls - size limit: 2 MB*)

Funding Commitments*

Please provide a list of funding commitments received/pledged to date for this project/program. Include sources and amounts secured. (*character limit: 2,000*)

Most Recent Financial Report*

Please upload the most recent **monthly** financial report as presented to the Church Council. (*accepted file types: .pdf, .doc, .docx, .xlsx, .xls - size limit: 3 MB*)

Year-End Financial Statement*

Please upload your most recent year-end financial statement (P&L and balance sheet or financial audit). (*accepted file types: .pdf, .doc, .docx, .xlsx, .xls - size limit: 3 MB*)

2021 Annual Congregational Report

Optional: Please upload your 2021 annual congregational report. (*accepted file type: .pdf, .doc, .docx - size limit: 8 MB*)

2020 Annual Congregational Report

Optional: Please upload your 2020 annual congregational report. (*accepted file type: .pdf, .doc, .docx - size limit: 8 MB*)

Additional Attachments

501(c)(3) IRS Letter of Tax-Exempt Determination*

Please note: If you do not have a copy of your 501(c)(3) letter from the ELCA, you may request a copy by emailing 501c3@elca.org. Be sure to include your congregation's legal name, full street address and 9-digit EIN in the email. (*accepted file type: .pdf - size limit: 5 MB*)

IRS Form W-9*

If your congregation does not have a current form W-9, it is available on the IRS website. Please ensure you are using the current form (Rev. October 2018) and that it is signed and dated prior to upload. (*accepted file type: .pdf - size limit: 2 MB*)

Church Council Members*

Please list your Church Council members. (*accepted file types: .pdf, .doc, .docx, .xlsx, .xls - size limit: 2 MB*)

Optional Additional Attachment

Optional: You may upload an additional file to support your grant application. (*accepted file types: .pdf, .doc, .docx, .jpeg, .png, .gif - size limit: 6 MB*)