



## **Foundation Grant Guidelines**

The Foundation awards grants in support of the programs, activities and ministries of Our Savior's Lutheran Church (OSLC) of Lake Oswego, Oregon. The programs to be funded should support the vision of Our Savior's Lutheran Church, the growth of its community, and work to achieve social stability in our local community and/or communities supported by Our Savior's Lutheran Church.

The Foundation does not fund general operating (administrative or overhead) expenses.

**Requests for funding by internal OSLC ministries, projects or programs:** Priority will be given to requests that prioritize enrichment, spiritual growth, member growth, and outreach to the neighborhood surrounding OSLC that include achievable goals. A report of goal achievement will be required prior to additional grant support to the ministry, project, or program.

**Requests for funding by external organizations** will be considered from entities, programs, or projects where OSLC has a vested interest. If an applicant received prior grant funding, a follow-up report detailing the results of the project must be submitted prior to receiving future grants. Recipients of grants will be required to permit the Foundation to publicize their organization name and project information.

Note: Please limit your application to no more than four (4) pages. No exceptions. Please do not include any supplemental information other than what is requested.

1. Fill out the attached form.
2. Use the <Tab> key to go to the next field in the form.
3. Once completed, save the form (please no cover letters), print 2 copies of the Grant Application, sign and mail or deliver to:

OSLC Foundation  
PO Box 1548  
Lake Oswego, OR 97035

### **Submission Deadlines:**

The Foundation meets quarterly. Grant Applications should be submitted by March 31, June 30, September 30, and December 31.



## Grant Application Form

<b>Name of Organization or Project:</b>			<b>Date of Request:</b>	<b>Founding Year:</b>
<b>Business Address:</b>			<b>Phone:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Fax:</b>	
<b>Mailing Address:</b>			<b>Email:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Website URL:</b>	
<b>Director:</b>	<b>Phone:</b>	<b>Email:</b>		
<b>Project Contact Person / Title:</b>	<b>Phone:</b>	<b>Email:</b>		
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Signature _____</span> <span>Date _____</span> </div>				
<b>1. Project Location:</b>				
<b>2. Amount being requested:</b>	<b>3. Total Cost of the project:</b>	<b>4. Total Organization Budget:</b>		
<b>5. Have you previously been funded by OSLC Foundation? If so, list year(s) and amount(s).</b>				
<b>6. Brief description of project (include goals and objectives):</b>				
<b>7. Specific use of funds from OSLC Foundation:</b>				

**8. List other funding sources for this project:**

**9. Project timeline**

**Start Date:**

**Number of Months:**

**10. Who and how many will benefit from the project? Directly or Indirectly including geographic definition:**

**11. Please indicate who, if anyone, is currently providing funding or assistance for this project and who will file the follow up report.**

**12. How will success of this project be determined? Please indicate in quantifiable, measurable terms including anticipated effects on OSLC membership.**

**13. Who is the responsible authority that will evaluate the outcome of the project?**

**14. How many members from Our Savior's Lutheran Church are currently involved with the project or organization? Length of time Our Savior's has been involved?**

**15. Applicant Organization Mission Statement:**

**16. Purpose of your organization:**

**17. Please indicate if the Applicant Organization's governing board has approved this project? If yes, please attach a copy of the board action.**