

## Grant Application Process

### Community Grants:

The Immanuel Vision Foundation awards community-related grants annually in May. The application time- frame for the next cycle of community grant application is February 1-March 31, 2020. Applications submitted after that stated deadline of March 31, 2020 will not be considered and the applicant will be notified in writing by US Mail of the disqualification. Notification of all community grant decisions will be sent in writing by US Mail no later than May 31, 2020.

### Nebraska Synod (ELCA) Grants:

As a ministry of the Nebraska Synod, Evangelical Lutheran Church in America, the Immanuel Vision Foundation awards synod-related grants annually in November. All eligible synod-related grant Applicants are individually notified by US Mail of their eligibility. The application time frame for the next cycle of synod-related grants is August 1-September 30, 2020. Applications submitted after the stated deadline of September 30, 2020 will not be considered and the applicant will be notified in writing by US Mail of the disqualification. Notification of all synod-related grant decisions will be sent in writing by US Mail no later than November 30, 2020.

**The grant application process for all grant applications submitted consists of four sections. Each item below is a required element of a completed application:**

#### 1. General Information

- a. Organization
  - (Name, address, phone number, email, website address and name and title of organization head.)
- b. Contact
  - (Name and title of CEO/President/Executive Director)
  - Primary staff person responsible for this grant project/ program and contact information
- c. Request
  - Total project/ program budget:
  - Funds available for the project/ program:
  - Amount of this grant request:
  - Applicant's current annual expense budget:
- d. Please indicate (Yes or No) whether Applicant, or any of its affiliated organizations, provide goods or services to any Immanuel organization in Nebraska or Iowa (e.g. Immanuel Pathways, Immanuel Long Term Care, or Immanuel Retirement communities).

If "Yes", please describe the goods or services provided and the mechanism by which the Applicant is compensated (e.g. hourly pay for services, a set amount per referral, a fee per service rendered, a flat amount each month, etc.).

A potential conflict does not eliminate an Applicant from consideration. The above 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).

#### 2. Program Proposal (two page maximum)

- a. Describe the Applicant's mission (in detail) including the population it serves, its geographic area of operation, current programs, and

related activities

- b. Describe the project or program for which the Applicant seeks funding. Include needs, objectives, timeline, included service areas, and/ or population to be served.
- c. Explain how this project/ program will contribute to Applicant's overall mission.
- d. Describe plans to continue or enhance this project/ program.
- e. Describe Applicant's project/ program evaluation process.

### **3. Financial Information**

- a. A detailed budget for the proposed project or program.
- b. List grants and funding commitments received to date, sources and amounts.
- c. Applicant's two most recent annual reports.
- d. Applicant's two most recent year-end balance sheets and financial statements.
- e. Applicant's two most recent financial audits, if required. If your organization size does not require/ warrant a formal audit, Applicant shall provide the most recent internal financial report.
- f. A copy of Applicant's most recently filed Form 990, if require by IRS guidelines.

### **4. Additional Attachments**

- a. A copy of Applicant's current 501(c) (3) IRS Letter of Tax-exempt Determination.
- b. A copy of Applicants current IRS Form W-9.
- c. A list of Applicant's board members including their board position, employer and job title (if applicable), and contact information.
- d. Contact information for three individuals knowledgeable about this project or program but not directly affiliated with the Applicant organization.

Completed application and supporting documents must be submitted in a hard copy format and mailed to:

**Immanuel Vision Foundation- 1044 North 115th Street Suite 500**

**Omaha, Nebraska 68154**

**Please note:**

- Funds received from the Foundation are limited in use for the intended purpose of the grant.
- Scheduled site visits may be made to organizations that have submitted complete proposals.
- Incomplete applications (Items 1,2,3, and 4 above) may not be considered by the Immanuel Vision Foundation Board. It is important to make sure that all items listed above are included in the application packet.