

WVLTS PROJECT GRANT APPLICATION-

Revised 29 November 2017

The West Valley Lutheran Thrift Shop (WVLTS) is located at 10615 West Peoria Avenue, Sun City, Arizona 85351. The shop is staffed and managed by volunteers from many Lutheran and other Christian churches, friends and local supporters.

Our Mission Statement: **“In gratitude to God and love of neighbors, we will operate a Thrift Shop that will provide financial support for area Non-Profit Organizations and material assistance for families and individuals”**. Net revenue of the Thrift Shop is distributed to outreach ministries -- primarily in the West Valley. Our goal is to fund projects that have a significant impact on the ministries we are supporting.

Grant applications are evaluated with the following questions in mind:

- Does this project match the WVLTS Mission Statement?
- Is this a Christian-based organization?
- Is this a Lutheran congregation?
- Is the organization located in the West Valley (*typically Maricopa County, West of I-17 and North of I-10*)?
- Does the project support Christian youth education programs?
- Does the project support vulnerable children, youth and adults?
- Does the application provide a complete financial picture of the organization (including the financial viability of the organization) and details about the larger/parent organization if there is one? **This is important! We need a P&L Statement and a Balance Sheet for the parent organization as well as the requesting unit.**
- Does the application provide complete and specific information about the scope and costs (**quotes are preferred over internal estimates**) of the project (including other grants and funding sources for the project)?
- Does the organization have other resources that could be utilized to meet the same need?
- Does the organization provide volunteers or support to the WVLTS?

We understand that no project can meet all of the above; these are among the factors we use to evaluate an application. **We also value the thoughtfulness and thoroughness apparent in the preparation of the application**

Generally, project grants are not approved for the following:

- Salaries
- On-going budget line items
- Organizations receiving regular grants or funding from national or state organizations

To apply for a grant from the West Valley Lutheran Thrift Shop, complete the application below and send the application, any supporting documentation, ***and last year's financial report (Profit & Loss and Balance Sheet)*** to:

WVLTS Grant Committee
wvlts@gwestoffice.net
West Valley Lutheran Thrift Shop
10615 West Peoria Avenue, Sun City, AZ 85351
e-mail is preferred

Grants are typically paid at the end of each quarter. Below are the **deadlines** for receiving grant applications.

Grants to be paid	Application is needed by:
3/31	1/1
6/30	4/1
9/30	7/1
12/31	10/1

More than 30 applications are received each year. We need time to review and ask questions. For large grants (typically, greater than \$10,000) we prefer to provide the funds in quarterly increments and may require a project report and supporting fund raising status (if any) prior to incremental funding dispersal.

You must complete this form. Attachment of supplemental information such as quotes or project details is encouraged. If a question (e.g. "website" is not applicable, please mark "NA")

Rev. 29 November 2017.

Name of Organization:	
Address	
Website	

Contact Person:	Phone Number:	Email:

Amount of Grant Request:	Project Title	Date Response Needed:

Describe the Project in "25 words or less"* (One sentence project description)

GRANT REQUEST INFORMATION

Have you received and/or applied for other grants for this same specific project? Yes____ No____
 If "Yes", please state the amount(s) requested and/or received and identify the other funding organization(s) in the income section below.

Please provide details on your request. (It may be more convenient to attach a separate document, but please be sure to specifically address the 5 questions and financial details as requested below)

1) Why is this support needed?

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2) What do you hope to accomplish?

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3) Who will benefit from these funds?

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4) How does this project/outreach match the WVLTS Mission Statement (on page 1)?

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5) What is the impact if the WVLTS is not able to provide all (or any) of your request?

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Date WVLTS decision needs to be communicated to contact person	
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Date(s) funds need to be provided

1) Amount/Date	\$	
	\$	
	\$	

BUDGET INFORMATION

Please provide an itemized list of project expenses (including contingencies), funding sources and in-kind contributions. *Include items for the total project, not just the portion for which you are requesting support.*

Expenses - Estimated Project Actual Expenses (Or attach Separate List) *(quotes are preferred over internal estimates)* Do not include "In Kind support" here.

	\$
	\$
	\$
	\$
TOTAL	\$

Income - List all sources of funding with anticipated amounts (Or attach Separate List)

A) Support from Other Organizations

	\$
	\$
TOTAL	

B) Lutheran Thrift Shop Grant Request ----- \$ _____

C) Organizational Contribution (What are you contributing to this project?) \$ _____
 (Typically, a minimum of 10% of project expenses is expected from the organization)

Total Estimated Project Income A+B+C \$ _____

(This amount must equal estimated project expense total)

In-Kind Support - List all sources with estimated value. ("In Kind Support" is defined as the estimated value of volunteer labor, donated equipment usage, donated materials, and other closely related donations in support of this project.) (Or attach Separate List)

	\$
	\$
	\$
	\$
	\$
TOTAL	\$

Please attach any supporting information about the project that may help the Grant Committee and Board of Directors understand the complete scope of the request and its funding.

Please review your application. Did you:	(Y or N)
Include a <u>P&L STATEMENT</u> for your organization(s)*?	
Include a <u>BALANCE SHEET</u> for your organization(s)*?	
Meet the deadline for the grant application consistent with your funding need?	
Provide complete and detailed financial information on the project?	
Provide contact information? (Email and Phone)	
Provide a schedule of funding need?	

***If you are an organization associated with a larger/parent organization (e.g. a school or a social services organization affiliated with a church) we require the financials of the larger/parent organization as well.**

If anything in this form needs to be clarified for your situation, do not hesitate to contact us. Email works best. Send your questions to wvlts@qwestoffice.net. We are all part time volunteers, but we will get back to you as soon as we can.