

**Borgfeldt Legacy Grants**

**for supporting the welfare of children in your community**

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# Introduction

*LOVE COMES TO LIFE when we see the image of God in every person and honour them with care, dignity and respect.*

Borgfeldt Legacy grants are available to congregations, schools, aged care and community services, and departments/agencies of the Lutheran Church of Australia and New Zealand who require financial support for projects that support the welfare of children (defined as under the age of 18 years). An application may be for a specific once-off project or for initial support for a longer-term child-focussed program.

Local Mission offer two funding streams: **Major Grants** (max value of $50,000) and **Minor Grants** (max value of $10, 000).

The following information will help you understand the application process. The booklet and application form are to be used when applying for a Borgfeldt Legacy grant from the Lutheran Church of Australia and New Zealand’s (LCANZ) Council for Local Mission (who are acting under delegated authority from the General Church Board).

All successful grant recipients are required to provide a written grant acquittal within twelve months of receipt of funding.

Please read through this booklet and prayerfully consider how best your entity can support the welfare of the children in your locality before completing the documentation.

Please note that the funds available are limited. The Council for Local Mission will not grant monies for recurrent programs and will prioritise applicants seeking funds for initial support for self-sustaining projects and for targeted once-off projects that have a lasting and positive impact.

# Background

The Borgfeldt Legacy is an estate left to ‘Lutheran Children’s Homes, Australia.’ However as no organisation by the title existed, the Lutheran Church of Australia Inc was appointed by the California Supreme Court on 10 May 1987 to administer the estate.

The General Church Board of the Lutheran Church of Australia and New Zealand has delegated the task of administering the Legacy to the Council for Local Mission. The General Church Board will retain general oversight of the Legacy and will ratify all recommendations for disbursements of the Legacy made by the Council for Local Mission.

# How to apply

Please complete the appropriate application form and send all documentation to the Local Mission office via localmission@lca.org.au

All enquiries can be directed to localmission@lca.org.au

Applicants are encouraged to discuss grant applications with the Executive Officer – Local Mission and/or their District Mission Director or District Bishop.

# Funding principles

The principles under which the Borgfedt Legacy shall be administered are:

1. Projects or programs funded should have a preventative and developmental focus, and may focus on the prevention of abuse and neglect in children. Services should be provided on a local neighbourhood, congregational or community basis, where household needs can be most sensitively understood and addressed, taking account of local factors.
2. Projects or programs should be flexible and accepting of different needs among families and encourage families to be involved in developing self-help and support initiatives in non-institutional settings.
3. Projects and programs should preserve and foster the development of dignity, self-respect and independence in families and encourage families’ coping capacities and growth of self-esteem.
4. The project or program should give an active Christian witness to those who use the service and the communities in which they are located.
5. The project or program must be based in Australia or New Zealand.
6. The funding provided must be expended on the project/program as described in the application.

# Grant assessment criteria

The Council for Local Mission will use the following criteria in assessing submissions, given the funds available are finite.

1. The extent that the project/program provides a preventative and developmental focus on the welfare of children and their families.
2. The extent that the project/program considers differing needs among children and their families and encourages household involvement.
3. The extent that the project/program develops self-help and is self-sustaining.
4. The extent that the project/program promotes dignity, self-respect and independence in families and promotes families’ coping capacities and growth of self-esteem.
5. The extent that the project/program provides an active Christian witness to participants and the community in which they are located.
6. Evidence of collaboration with other churches/ministries in your area.
7. Evidence of funds provided from the District or external sources.
8. Evidence of sustainability beyond the initial grant – how will the project/program be sustained in the mid-term? Long-term?
9. Evidence of broad-based support of the initiative within your community.
10. Evidence of local capacity and leadership.
11. Evidence of project planning including how lessons learned will inform future directions.

Where the information in an application is not sufficient or clear enough for an assessment to be made, the Council may contact the applicant for further information.

# Guidelines for Major Grant applications

(See page 7 for Minor Grant guidelines)

**To whom and when:**

* All applications are to be sent to the Local Mission Office via email (localmission@lca.org.au) **by 30 September each year**.

**Submission of application:**

* The application is to be forwarded by email. Supporting documentation is welcomed.

**Content of submission:**

* This booklet describes the criteria by which the Council for Local Mission will assess the submissions. Please ensure that your application meets the assessment criteria.
* The District Bishop or his representative must approve congregational applications, and a letter of support from the District is to be included.
* An executive officer must approve applications from churchwide departments/agencies, and a letter of support from the executive officer is to be included.
* The Chair of the Board must approve applications from Lutheran schools and Lutheran aged care and community services, and a letter of support from the Chair is to be included.

**Amount being sought:**

* Major Grant applications can be made for an amount **up to a total of $50,000**. One grant instalment is paid.
* The submission should set out clearly what the grant money will be used for, as well as the amount and kind of support received and/or expected from other sponsoring individuals and groups.
* Successful applicants will be limited to one funded major grant per synodical term (per three-year period).

**Reporting and acquittal:**

* Grant recipients are required to provide a written **grant acquittal** **by 30 September** of the year following a successful application. Complete the Grant acquittal report form.

**Changes to the project/program:**

* The Local Mission Office is to be advised as soon as possible if the contact person or the project/program changes.
* If your project/program changes or your project/program cannot be completed, the Council for Local Mission reserves the right to request the return of unused funds.

If you have any questions regarding the guidelines and application please contact the Executive Officer – Local Mission on 08 8267 7300 or via localmission@lca.org.au

# Summary of deadlines

* Major Grant applications close on the 30 September each year
* Grant acquittal is due by the 30 September of the following year

# Outline for Major Grant application

Please use this format for the preparation and submission of your grant application. If the following information is not provided, the Council for Local Mission may not be able to consider your application.

1. **COMPLETE THE *GRANT APPLICATION FORM* AND ATTACH TO THE FRONT OF THE APPLICATION**
2. **EXECUTIVE SUMMARY OF THE PROPOSAL**

Provide a brief overview of the project/program and how the funds will be used.

1. **PROPOSAL HISTORY**

Provide background to the ministry initiative.

1. **AREA OF SERVICE**

4.1 Describe the local situation (e.g. demographic profile of the area in which your project/program will be undertaken; data about your area that may be available from the Australian census, local government, and/or National Church Life Survey).

4.2 Give details of specific issues regarding the context in which your project/program will operate.

4.3 Provide information about your entity, including articulation of your broad vision and strategies, and how this project/program forms part of the entity’s ministry plan.

1. **CHURCH AND OTHER ‘EXTERNAL’ RELATIONSHIPS**

5.1 Describe relationships between your entity and other supporting groups.

5.2 Provide details of funding previously received from other sources (e.g. District mission outreach grants; Council or State grant monies).

1. **ORGANISATIONAL ISSUES**
	1. How will the project/program be managed (via church council, special management group)?
	2. Provide documentation that describes the project team, including the membership skills that are brought to the team.

6.3 If the funds are to be used for salary costs, provide the position description and a copy of the proposed employment agreement.

1. **OBJECTIVES AND OUTCOMES**

7.1 Provide a project/program plan that demonstrates community consultation, short term and long-term goals/objectives, key performance indicators and timelines of proposed activities. Show alignment with the assessment criteria.

7.3 Identify any risks to implementation and how risks will be mitigated.

7.4 Describe how the planned goals/objectives will be sustained in the mid to long term:

* financially,
* concerning human resources, and
* missionally.
1. **BUDGET**
	1. Provide a detailed budget that shows the anticipated expenditure of the grant, including other income that may be used for the project. Provide details of other funding provided.
2. **ATTACH LETTER OF SUPPORT FROM THE APPROPRIATE AUTHORITY**

# Minor Grant application process

The Council for Local Mission recognises that the care of children within local communities may be enhanced when smaller grants are released promptly to support local initiatives.

The maximum amount for a minor grant is $10,000.

These grants are offered with a view to back spontaneous actions in response to developing opportunities, and as such, applications are open year-round. The aim is to try and release funds within three month’s of the application date (for those who are successful).

The Council for Local Mission wish to emphasise that the minor grant is available to encourage those who are willing to ‘risk’ new ways to support children and their families, and we pray that the Lutheran Church of Australia and New Zealand and its communities can learn from the stories shared of local caring child-focused initiatives.

Note: Successful applicants will be limited to one funded minor grant per synodical term (per three-year period). Successful applicants are required to provide a **written grant acquittal** **within 12 months** from the date of grant payment. Refer to the minor grant acquittal template.

Please use the following format for the preparation and submission of your minor grant application. If the following information is not provided, the Council for Local Mission may not be able to consider your application. We are looking for brief answers to each question.

1. **COMPLETE THE MINOR GRANT APPLICATION FORM**

 Email the form to localmission@lca.org.au

1. **EXECUTIVE SUMMARY OF THE PROPOSAL**

Provide a brief overview of the activity and how the funds will be used and the background to the ministry initiative.

1. **AREA OF SERVICE**

3.1 Briefly describe the demographic profile of the area in which your activity will be undertaken and any specific issues regarding the context.

3.2 Provide information about how this activity forms part of your organisation’s overall ministry plan.

1. **ORGANISATIONAL ISSUES**

How will the activity be managed and how will the risks be addressed?

1. **OBJECTIVES AND OUTCOMES**

Describe what you hope to achieve by the proposed activity in the short and medium terms.

1. **BUDGET**

Provide a budget that shows the anticipated expenditure of the grant.

1. **ATTACH LETTER OF SUPPORT FROM THE APPROPRIATE AUTHORITY**

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