



**Holy Trinity Lutheran Church**  
**739 W. Erie Street, Chandler AZ 85225**

**Endowment Fund Request Tip Sheet**

General tips for Applicants

- Be brief and to the point, the committee has to review many applications. If your point is not made quickly, the reviewer could lose sight of what you are requesting.
- If requested, make sure your budget adds up. A mathematical error in your budget may affect the approval of your application.
- Identify what funds have already been secured and what funds are not. If this is not clear, it may affect the outcome of your application.
- Make sure in your narrative we understand the basic who, what, when, where, how, and especially, why. Remember, while some of the committee members might already know of your request, you cannot assume all of them do.
- Do not avoid the negatives. If there is a public perception problem about your agency or request, we may still grant funding if we understand that, whatever the problem was, you have addressed it.
- Make sure you provide one original and 2 copies of your application and submit in person or mail to:

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