

The Administrator  
Lutheran Church of New Zealand  
P O Box 12470  
**WELLINGTON 6144**



Dear Sir/Madam

**APPLICATION FOR GRANT**  
**Lutheran Media Fund**

At the meeting of .....  
on ..... (date) it was resolved that we apply for a grant of \$.....  
to assist with the following project:- .....  
.....

The Following Documents must be attached (otherwise the application will not be considered):

- Full description of the project. Why is it necessary? Why is a grant required?
- Quotes for the work (if applicable)
- Current summary of the financial position of the Congregation  
(including all bank accounts, legacies and investments)
- Any other relevant documentation.

It is proposed to finance the project as follows:

Total Cost of project \_\_\_\_\_

Contribution from own funds .....

Other Sources of finance .....

(List details) .....

Grant applied for \_\_\_\_\_

The grant if approved, will be required by ..... (date) and should be forwarded to:

.....  
(Name and address of recipient)

All requested and relevant information is attached.

Yours faithfully

..... (Date) .....

---

**For Office use only**

The LCNZ CoS / President approved the above application.

Amount approved: \$.....

Fund from which payment is to be made: **Lutheran Media Fund**

Signed for an on behalf of the Lutheran Church of New Zealand

Date .....

Date on which approval will be minuted .....

.....  
**President / Chairperson**

## **APPLICATIONS FOR GRANTS**

The Lutheran Media Fund is administered by the Lutheran Church of New Zealand Council of Synod and is available for media projects in LCNZ congregations and organisations. Such projects might include:

- local advertising (radio, print) for congregational events
- assistance for printing costs of brochures, flyers etc
- assistance to employ a person for a media project (e.g. web-site work).

The Lutheran Media Fund receives income in the form of interest from investment of capital funds, and small donations. These funds are specifically ear-marked for media purposes.

Council of Synod meet four times a year. Please submit applications at least one week before the meeting date. (meeting dates are detailed on the LCNZ Calendar, refer LCNZ website.)

Application forms are available from the LCNZ website or the LCNZ Office, P O Box 12470 Wellington 6144.

A written report is to be submitted to the Council of Synod within three (3) months of any grant being made outlining the completion of the project and the actual cost of it.

In the event the grant exceeded the amount of the project the surplus is to be returned to the LCNZ and shall accompany the report.