

Policy:

Montana District Schools Fund

HISTORY

The Christina Kuehne Fund was established in 1980 with a gift from the estate of Christina Kuehne (Keen). Net interest from the fund was to be used for the fostering, support and promotion of Christian day schools in Montana for 25 years. At the expiration of the 25-year period, the principal and income was to be used for educational purposes as determined by the Montana District Board of Directors.

The Florence Small Fund was established in 1996 with a gift from the estate of Florence Small. The Board of Directors of the Montana District designated that the interest from the funds is to be used to support Early Christian Childhood Education in Montana District congregations.

In 2011 the Board of Directors of the Montana District united these funds to form the Montana District Schools Fund, the interest of which is to be used for day schools of Montana District congregations.

ASSETS

The Montana District treasurer shall make an annual report to the Board of Directors of the Montana District, LCMS, which shall include assets, interest earnings and expenditures for the latest year.

PROCEDURES FOR HANDLING GRANT APPLICATIONS FROM LUTHERAN CONGREGATIONS OR CHRISTIAN DAY SCHOOLS WITHIN THE MONTANA DISTRICT.

1. DEFINITION OF DAY SCHOOL

For the purposes of this document, Christian day schools are defined as institutions of Christian learning which hold classes on weekdays, with the intent of providing a full curriculum of education, grades preschool through grade 12, or any portion thereof, which are sponsored by one or more member congregations of the Montana District LCMS.

2. GRANT APPLICATION INFORMATION

- 2.1 Grants are awarded by the Montana District Board of Directors with input from the Parish Education Committee of the District, as it may from time to time exist.
- 2.2 Schools/congregations may use grants to supplement existing educational efforts, or to help initiate a new service to students and their parents. Funded programs may include, but are not limited to: classroom educational equipment, scientific apparatus, curriculum, etc. Note: Grants are not to be used for an ongoing project where future funding may be questionable.
- 2.3 Grants will not be given to endowment funds, major commercial construction, purchase of real property, or for individuals.

3. AMOUNT AND DISBURSEMENT OF FUNDS

- 3.1 The District Office shall notify each congregation of the availability of the grant, along with a copy of the grant request by **February 1 of each year.**
- 3.2 Applications for grants are due in the District Office **by May 30.**
- 3.3 The Montana District Board of Directors shall request any input from the Education Committee to be submitted by June 30.
- 3.4 The Montana District Board of Directors shall approve grant requests at its first meeting thereafter.
- 3.5 An account of the use of the funds shall be submitted by the recipient to the Montana District office upon completion of the project.
- 3.6 No further funds will be allocated to applicant until this accounting report is received.
- 3.7 Unused funds for the year shall be added to the principal of the Montana District Schools Fund.

4. PUBLICITY

Publicity concerning programs or items funded by a grant shall include the following statement: “(Name of program or item) is funded (or funded in part) through a grant from the Montana District Schools Fund of the Montana District, LCMS.”

5. DISBURSEMENT OF FUNDS

The treasurer of the Montana District shall release of funds to the requesting school/congregation upon the approval of the Board of Directors.

Approved by BOD 7/20/09
(Subject to changes approved by the BOD)

**A GRANT REQUEST
FROM THE MONTANA DISTRICT SCHOOLS FUND**

School and/or Church _____

Address _____

A. Project title _____

B. Amount requested _____

C. Project contact person _____

Title _____ Phone _____ email _____

D. Proposal Summary (attach page if necessary) Clearly state the major emphasis:

E. Statement of Need (Why?) (attach page if necessary)

F. Project schedule:

Beginning date: _____

Ending date: _____

G. Persons affected by the grant

Grades affected by the grant _____

Number of people affected by the grant _____

Number of administrators and staff involved in project _____

Other personnel involved, i.e. consultants, etc. Please list. _____

Agreement:

1. I agree that I will provide a grant conclusion report to the Montana District office within 30 days after completion of the project including an itemized listing of how the money was spent. I understand that no further funds will be allocated until this report is received by the Montana District office.
2. I agree that any unused funds will be returned to the Montana District within 30 days after completion of the project for return to the Montana District Schools Fund corpus.
3. I agree that I am responsible for preparing and submitting an article to the "Montana Reflections" about our project within 30 days after completion of the project.
4. I agree that this money will be used to support and extend Christian education at the prescribed school within the Montana District of The Lutheran Church – Missouri Synod.

Signed

Date

Title

This application is due in the Montana District Office by May 30 this year.

Montana District Office
Montana District Schools Fund
759 Newman Lane, Suite 2
Billings, MT 59101