

**CHRISTIAN HERITAGE ENDOWMENT FUND
LCMS NEW JERSEY DISTRICT
GRANT APPLICATION FORMS**

TO: CHEF grant applicants

FROM: CHEF Board of Directors

RE: Covering letter

Within this covering letter are some, hopefully, helpful hints and suggestions for the successful completion of your grant proposal. Please read this carefully so that your grant may be read with understanding and processed with few problems, concerns or questions.

- The proposal should be easy to read and present a professional appearance by being typed.
- Read through the application in order to get an overview of all of the requested parts of the application. All sections are necessary for a comprehensive understanding of your proposal.
- The mission statement of CHEF (New Jersey district) emphasizes using the CHEF funds “for the furthering of New Jersey District ministries”.
- To help the board better understand your proposal include, as Attachment A, a paragraph which contains the vision statement of your church and how the goal of your proposal will facilitate the vision of your church.
- Please submit current and previous congregation financial statements and budgets.
- The CHEF trustees require your congregation to submit a written summary of your funded project that includes how your project reached or achieved its goal with the stated objectives, measurable results and the enhancement of your church’s vision statement. This is due on the first anniversary of approval for your grant.

Thank you for your consideration of the above items.

With God’s blessings on your endeavors,
CHEF LCMS New Jersey District Board of Directors