

# APPLICATION FOR HELEN L. AND OLE NORDLAND MEMORIAL FUND

Criteria: The income is to be utilized “to develop and support a program for fourth graders, (defined as ready to enter 4<sup>th</sup> grade, currently in 4<sup>th</sup> grade, or having completed 4<sup>th</sup> grade but has not yet started 5<sup>th</sup> grade) that will reflect Christian values of respect for self and others, including persons and property, and will teach responsibility for one’s own actions and pride in achievement through God-given talents.”

Name of Church: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Church Endorsement: \_\_\_\_\_

**1. Please complete the following if this is a campership request for a fourth grader.**

- Name of 4<sup>th</sup> Grader: First \_\_\_\_\_ Last \_\_\_\_\_ Age \_\_\_\_\_
- Name of Camp: \_\_\_\_\_
- Camp Location: \_\_\_\_\_ ● Camp Date/s: \_\_\_\_\_
- Camp Registration Fee: \$ \_\_\_\_\_ ● Amount Requested: \$ \_\_\_\_\_

**2. Please complete the following if this is a request for funds to support a specific program to benefit 4<sup>th</sup> Graders (or that portion of a program in which 4<sup>th</sup> graders are participating).**

- Describe the program for which you are requesting funds.
- How does/or will the program meet the criteria as stated above?
- How will the funds be used?
- How many children, regardless of grade level, do you anticipate participating in the program? \_\_\_\_\_
- Of the total projected participants, how many are expected to be 4<sup>th</sup> graders? (as defined above) \_\_\_\_\_
  - What percentage of the total participants is this? \_\_\_\_\_ %
- What is the overall operational budget for the program? \$ \_\_\_\_\_
  - Please attach a budget if the requested funds will be part of an overall program budget.
- Amount Requested: \$ \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

**NOTE:** This is a very restrictive fund and therefore the amount requested must be solely for fourth graders. Requests will be considered for actual 4<sup>th</sup> grade related expenses or that portion of the program budget that is equal to the percentage of anticipated or actual participating 4<sup>th</sup> graders, but may not exceed \$2,000 per church per year. (For example, if the actual program for ten 4<sup>th</sup> graders is \$35 each, then the maximum allowable would \$350. Likewise, be if the total Program budget is \$1,800 dollars and the percentage of anticipated 4<sup>th</sup> graders is 25%, then the maximum amount that could be approved would be \$450 dollars (i.e. 25% of \$1800).

- **Important:** For audit and documentation purposes, please attach, if available, the names and ages of participating 4<sup>th</sup> grade students. If that is not possible, please add an explanatory statement to the program description above.
- **You must attach an endorsement from the session or presbytery which has oversight of the program.**
- **If the program is not an individual church or presbytery project, you must attach a letter of recommendation from the church with which the program is associated.**
- **At the end of the first year of the program the committee requests a follow-up report on the use of the funds and the progress of the overall program.**

**3. Please attach any additional information you feel relevant to this application.**

**4. Turn in the application request to your Church Office for forwarding to the Education and Leadership Development Team for review and processing.**

**For Office Use Only:** Date Reviewed by ELDT \_\_\_\_\_ Amount Approved: \$ \_\_\_\_\_

Signature and date of ELDT Chair or designee: \_\_\_\_\_ Date: \_\_\_\_\_