



**THE WILLIAM AND BLANCHE HETZEL FOUNDATION, INC.  
GRANT APPLICATION GUIDELINES**

THE WILLIAM AND BLANCHE HETZEL FOUNDATION, INC.

P. O. BOX 22276  
BILLINGS, MONTANA 59104

***The William and Blanche Hetzel Foundation, Inc.***  
**P. O. Box 22276 Billings, MT 59104-2276**

January 17, 2024

To eligible Hetzel Grant Applicants:

Enclosed you will find copies of the Grant Policies, 2024 Hetzel Foundation Grant Application Form and Cover Sheet.

**Grant funding is annually distributed on an allocation of up to 50% for youth ministries and the remaining percentage for elderly ministries. These allocations have been established by Board policy.**

The Foundation will provide funding for: seed money for new projects; program development; consultation/analysis; strategic planning; and pilot programs. Preference will be given to grant requests reflecting a clear mission-oriented purpose. The Foundation **will not** provide grant monies for: debt retirement; operational budgets; purchase of real estate; loans; endowments; continuing education for staff; or for agencies, institutions and ministries outside of the Montana Synod.

**Note that the deadline for returning grant applications is March 22<sup>nd</sup>.**

The Hetzel Foundation Board has reviewed these requirements and has attempted to reduce and simplify the paper work as much as possible. The Board would like to go as 'green' as possible, so we are giving the option of electronic submittal of your application and required documents. Please note that: **Applications filed electronically should be contained in a single pdf or Word file only. No jpeg files. Follow the format please.** See the requirements listed in the Grant Application in this packet. The e-mail address to send electronic submissions is [hetzelfoundation@gmail.com](mailto:hetzelfoundation@gmail.com).

**Note: If you have not heard back from Kerry within 7 days of submitting your application, please call her at the number below. It is your responsibility to ensure that the application was received by Kerry.**

The Hetzel Grants Committee will meet in May of 2024 to evaluate the grants. Notification of grant decisions will be mailed to grant applicants by May 30, 2024.

Questions?

Call Kerry Ellertson, Hetzel Board Secretary at (406) 656-1969 or  
E-mail her at [hetzelfoundation@gmail.com](mailto:hetzelfoundation@gmail.com).

## 2024 HETZEL FOUNDATION GRANT APPLICATION

The Hetzel Foundation is a ministry of the Montana Synod of the Evangelical Lutheran Church in America. Established in response to a gift from the Hetzel families, the Foundation awards grants to assist ministries with the elderly and youth.

### Eligible Recipients

At a minimum, Hetzel grant applicants must be:

- A 501(C)3 nonprofit organization
- Able to demonstrate a strong, recognizable relationship with a congregation, ministry, or institution of the Montana Synod, ELCA and the community in which the work will take place.
- Actively engaged in the work described in the application

Priority will be given to organizations that have not received Hetzel Foundation funding in the previous two years.

### Montana Synod Values

As a ministry of the ELCA Montana Synod, we look to the identified Values of the Synod to guide our work.

1. Proclaiming the Good News of Jesus Christ's Grace and Love for All
2. Engaging in God's Justice for the World, especially the "least of these" (Mt 25)
3. "Walking Humbly with God" in all we do and say (Micah 6:8)
4. Pursuing "Unity in Harmony with Diversity" across church and community
5. Promoting Relationships and Collaboration across the synod and wider church

**Non-ELCA organizations** are welcome to apply for a grant. To be eligible for a grant, they must demonstrate evidence of project partnership, participation, and/or investment from within an ELCA entity.

The Hetzel Foundation's website ([www.hetzelfoundation.org](http://www.hetzelfoundation.org)) lists organizations that have received grants in past years.

Given the priorities of the Hetzel Foundation and the Values of the Montana Synod, the Foundation seeks to support ministries that:

- Address the needs of elderly or youth
- Respond to at least one of the Montana Synod Values
- Are based within the ELCA congregations or institutions, affiliated social ministry organizations, institutional partners, or full communion partners
- Leverage local assets through partnerships with other local ministries and organizations

### Information Regarding Hetzel Grant

All complete applications will be accepted and reviewed equally, recognizing that the Hetzel Foundation typically awards grants between \$500.00 to \$5,000.00, with a total amount to be granted to all applicants equaling approximately \$40,000-\$50,000 annually, depending on market values.

Strong Applications will include:

- Above listed requirements

- Evidence of other sources for funding
- Clear and strong connection to the Foundation's mission of supporting elders and youth of Montana and Northern Wyoming, in accordance with the Values of the Montana Synod

**Final authority on all requests is the function of the Board of Directors.**

**GRANT FUNDS THAT ARE NOT USED BY THE REQUESTING ORGANIZATION NEED TO BE RETURNED TO THE HETZEL FOUNDATION AT THE END OF THE GRANT PROJECT.**

### Application Procedure and Timeline

January 30 - Grant application forms will be mailed or e-mailed to eligible grant recipients.

March 22 - Deadline for grant applications to be received

**All Applications should be filed electronically as a single pdf or Word file only. No jpeg files. Please follow the guidelines in the application.**

April 1 - Evaluation forms from previous year grant recipients are due.

**No new awards will be granted to applicants who fail to submit an evaluation of a previous project.**

May - The Grants Committee will meet in May to review and approve grant applications and bring recommendations to the Hetzel Board.

May 30 - Grant applicants will be notified of the decisions regarding their applications either by mail or e-mail.

### Hetzel Foundation Grant Requirements

A. Grant Application Cover Sheet (electronic file)

B. Organizational Summary (electronic file)

1. **If your organization has not previously applied for a Hetzel grant**, briefly describe your organization, its history, and accomplishments. Please provide a copy of your 501 3(c).
2. Provide a brief background information on the need you are addressing in your project.

C. Proposed Project (electronic file)

1. Describe the project to be funded by this grant.
2. Describe the benefits the project will provide. In what ways does the project live out one or

more of the Values of the Montana Synod?

3. Goals, objectives and strategies for implementation, and measurement of obtaining project goals.
4. Timeline for implementation of project.
5. Detailed project budget.

D. Attachments (electronic file)

1. Your organization's Mission Statement
2. Your organization's contact and tax identification information
3. Most recent Financial Report and Budget
4. A letter of support from a partner or participant in your project
5. Recent newsletters, newspaper clippings, evaluations or reviews related to the proposed project.

**THE WILLIAM AND BLANCHE HETZEL FOUNDATION, INC  
2024 GRANT APPLICATION COVERSHEET**

\_\_\_\_\_ **ELDERLY** \_\_\_\_\_ **YOUTH**

Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Project Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

Project Title: \_\_\_\_\_

Summarize the Project or Grant Request (2-3 Sentences):

Total Project Budget: \_\_\_\_\_

Amount of Grant Request: \_\_\_\_\_

Funding Request: one time \_\_\_\_\_ continuing \_\_\_\_\_

The Board has not adopted a policy of committing to grants for more than one year. However, if you wish to state a desire or need for consideration of a continuation grant, please indicate on your application request on the line above.

Submit completed application by **March 22<sup>nd</sup>** with Cover Sheet, Written Grant Requirements and attachments to:

Mail: Hetzel Grants Committee  
PO Box 22776  
Billings, Montana 59104

Electronic: [hetzelfoundation@gmail.com](mailto:hetzelfoundation@gmail.com)

# 2024 Hetzel Foundation Grant Application

**Application deadline is March 22, 2024**

[submit electronically (**Applications filed electronically should be contained in a single pdf or Word file only. No jpeg files. Follow the format please**) or if by mail send eleven copies of A, B, and C and one copy of D]

**A. Grant Application Cover Sheet** (electronically or eleven copies)

**B. Organizational Summary** (electronically or eleven copies)

- 1 **If your organization has not previously applied for a Hetzel grant**, briefly describe your organization, its history and accomplishments.
- 2 Provide brief background information on the need you are addressing in your project.

**C. Proposed Project** (electronically or eleven copies)

- 1 Describe the project to be funded by this grant.
- 2 Describe the benefits the project will provide. Who are the people the project will serve? Which Synod Values are met?
- 3 Goals, objectives and strategies for implementation and measurement of obtaining project goals.
- 4 Time line for implementation of project
- 5 Detailed project budget

**D. Attachments** (provide link to or one copy of each)

- 1 Organizational Mission Statement
- 2 Your organization's contact and tax identification information
- 3 Most recent Financial Report and Budget
- 4 A letter of support from a partner or participant in your project
- 5 Recent newsletters, newspaper clippings, evaluations or reviews related to the proposed project