



# **Christ the King Foundation**

## **Grant Submission and Evaluation Process**

1. All grant requests must be submitted electronically, no later than the end of the day, on or before April 1st, and October 1st.  
Download the form at [www.lifeatctk.org/foundation](http://www.lifeatctk.org/foundation)
2. The Foundation President will review grant requests as they are received, for completeness. Funding decisions on grant requests will be deferred until completion of the following steps:
  - a. Global Missions
  - b. Following the grant submission deadlines of April 1 and October 1.  
The CTK Foundation Board will review grant requests and determine whether further information is needed. If further information is required, a board member will follow up with the applicant to clarify the Board's understanding of the grant request.
  - c. The CTK Foundation Board will make final funding decisions on the vetted grant requests at the June and December meetings.
  - d. Grant applicants will be notified of the Board's funding decisions by the President of The Foundation Board.
3. The CTK Foundation Board will award grants based on the foundation asset holdings on December 31st of the prior fiscal year.
4. Funding will be distributed among the following categories:
  - a. Christ The King congregational needs
  - b. Community needs
  - c. Global Missions
5. At the discretion of the CTK Foundation Board, requestors of non-funded grant requests submitted during the first award period of the fiscal year, may be encouraged to resubmit their requests for reconsideration during the second award period.

6. In the event that a grant request is made under extenuating circumstances, the CTK Foundation Board may decide to approve and fund a grant at any time during the year.
7. Grant recipients must submit an outcome report, preferably with pictures, within a year of receiving the grant. A letter will be sent at time of the initial grant, and again at the end of the year, reminding grantee of the due date for this report.

Revised June 2025