

# Guidelines for Submitting a District LWML Mission Grant Proposal

## Missouri District

**(No proposals will be accepted if postmarked later than October 31, 2011)**

### PROCEDURES

A. Before submitting a mission grant proposal consider:

1. The following stipulations shall be observed in the administration of mission grants:
  - a. Mission Grants may only be used for the purpose stated in the mission grant proposal. Any monies used for purposes other than those stated in the proposal or approved by the Board of Directors will be repaid to the Missouri District LWML.
  - b. Changes in a mission grant are subject to the approval of the LWML District Executive Committee. Failure to report changes in your project may result in funds being revoked or repaid.
  - c. Mission grants must be disbursed or put into use within a four (4) year period from the time of the vote or be reallocated in the District LWML treasury. The Board of Directors shall have the authority to extend the time in case of extenuating circumstances.
  - d. No mission grants shall be made to cover deficits or shortages in the LCMS Missouri District treasury.
  - e. Although mission grants may be decided upon, no cash outlay can be made until funds are available.
  - f. Progress reports shall be submitted to the Vice President of Gospel Outreach biannually for the purposes of reporting to the Board of Directors and publicity.
  - g. After mission grants have been paid, the responsibility of the Missouri District LWML ceases.
2. In the event a proposal for a mission grant outside the District, but within the United States, is to be considered by the District, it shall have been approved by the LCMS District Mission Board and the LWML Executive Committee of the District in which it is to be carried out.
3. Apply the following criteria for LWML mission grants:
  - a. Be “mission” in emphasis – extending the ministry of the Word.
  - b. Fit into the plans and projections of the Lutheran Church-Missouri Synod.
  - c. Be current and ready for implementation.
  - d. Be well documented.
4. Allow time to gather facts and assemble supportive materials; the following may be helpful in obtaining information:
  - a. Missouri District Director of Missions (address in Lutheran Annual)
  - b. Other Missouri District executives
  - c. Missouri District LWML Vice President of Gospel Outreach
5. Ask questions:
  - a. How will someone learn of Jesus Christ as a result of this project?
  - b. Is the need current?
  - c. Does the project have the approval of the governing unit, i.e., elders, boards, superintendent, etc?
  - d. Are there other funding sources?
  - e. Will continued support be assured?

B. Who may submit a mission grant proposal?

Individual members, societies, or zones of the Missouri District LWML and LCMS boards may submit a mission grant proposal. Recognized Service Organizations may submit through their LCMS board or through a member, society, or zone of the Missouri District LWML.

**WRITING THE MISSION GRANT PROPOSAL**

1. Each proposal **must** be in resolution form (see “grant writing” below).  
The resolution should:
  - a. Be concise, but specific
  - b. Include project goals, needs, purpose(s) for which requested funds will be used.
  - c. Specify amount of funds needed.
  - d. Maximum of six (6) whereas’

**Grant Writing:**

In the first WHEREAS, state the purpose or goal that is mission and/or Bible based.  
Example:  
WHEREAS, Christ in His Holy Word has charged us to reach out to all nations; AND

The following WHEREAS’ (no more than 5), State the need for the grant.  
Example:  
WHEREAS, \_\_\_\_\_ are unable to fully finance the cost of living for students away from home; AND  
WHEREAS, The Lutheran Church of \_\_\_\_\_ is aware of the need, has voted approval, and has purchased land for a student dormitory in \_\_\_\_\_; AND  
WHEREAS, The Board of Missions, of the Lutheran Church – Missouri Synod, has approved the project; THEREFORE BE IT

End with the RESOLVED, which states specifics of the resolution and summarizes the goal.  
Example:  
RESOLVED, That the Missouri District Lutheran Women’s Missionary League in convention adopt as a mission grant for the 2012-2014 biennium the allocation of \$ \_\_\_\_\_ to help fund the building of \_\_\_\_\_.

2. Prepare a separate, detailed information sheet (one page if possible and no longer than two pages) on the project.  
It **must** include:
  - a. How will someone learn of Jesus Christ through this project?
  - b. Itemized facts regarding costs (land, facilities, construction, equipment etc).
  - c. Written information that describes or supports the project (no cd, DVDs etc).
  - d. Funding sources - If request is for partial funding, indicate total amount and source of remaining funds.
  - e. Date project is expected to begin.
  - f. Name of responsible party or parties for implementing project and administering funds.
  - g. Who assumes responsibility for continuing maintenance and support?

## SUBMITTING THE MISSION GRANT PROPOSAL

1. Send one (1) signed resolution and seven (7) additional copies of the resolution, plus eight (8) copies of information sheet (see #2 page 2) to the Vice President of Gospel Outreach.
2. The resolution is to be signed by a Missouri District LWML member (LCMS boards need executive director's signature) and it **must** include the following:

Name

Address

Phone number

E-mail

Name of society and/or zone (LCMS Board)

Name of contact person, if different from above

Address

Phone number

E-mail

**All requested information MUST be provided for the proposal to be considered. No proposals will be accepted if postmarked later than October 31, 2011.**

Proposals selected for balloting at convention will be requested to provide six high resolution digital photos that can be inserted into a PowerPoint presentation to illustrate the project. The photos will be used during the mission grant presentation at convention and throughout the biennium to create awareness of the selected mission grants.

Mission Grants adopted at the 2012 Missouri District LWML Biennial Convention will be paid based on need and availability of funds. Semi-annual reports (due January 15 and July 15) will be required following the receiving of funds until the conclusion of the biennium. **Funds may only be used for the purposes stated in the proposal.**

Sally Handrick

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# Sample

## Resolution for Mission Grant Proposal (1 page) Missouri District LWML

Name of project \_\_\_\_\_

Amount requested \$ \_\_\_\_\_

WHEREAS, \_\_\_\_\_; AND

WHEREAS, \_\_\_\_\_; AND

WHEREAS, \_\_\_\_\_; AND

WHEREAS, \_\_\_\_\_; AND

WHEREAS, \_\_\_\_\_; THEREFORE BE IT

RESOLVED, That the Missouri District Lutheran Women's Missionary League in convention  
adopt a mission grant in the sum of \$ \_\_\_\_\_ for the 2012-2014 biennium to  
\_\_\_\_\_ for \_\_\_\_\_.

Name of Project \_\_\_\_\_

Amount Requested \_\_\_\_\_

LWML member or LCMS Board submitting proposal \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

LWML Society and Zone \_\_\_\_\_

Name of Contact Person (if different from above) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_