

Do You Have an Idea for a Mission Grant Proposal?

Questions to Consider

An appropriate mission grant proposal should:

- a. **Be “mission” in emphasis – extending the ministry of the Word. How will someone learn of Jesus Christ as a result of this project?**
- b. Fit into the plans and projections of The Lutheran Church-Missouri Synod.
- c. Does the project have the approval of the governing unit? (*i.e. elders, boards of directors, superintendent, etc.?*)
- d. Be current and ready for implementation. Is the need current?
- e. Does it have other funding sources?
- f. Will it have continued financial support apart from the grant funding?
- g. Is the ministry that will receive the funds located outside of the Missouri District? If so, you will need to get the approval/endorsement from the LCMS District in which the ministry is located.
- h. Be well documented. (*i.e. itemized expenses, timeline, etc.*)

Who may submit a mission grant proposal?

- ✓ Individual members, Societies, or Zones of the Missouri District LWML.
- ✓ LCMS boards
- ✓ Recognized Service Organizations may submit through their LCMS board or through member, society or Zone of the Missouri District LWML.

NOTE: If you are not an LWML member approach your congregation’s Lutheran Women’s Missionary League group and ask for their support.

Do you need help? The following people may be able to help:

Donna Hecht, LWML Missouri District V.P of Gospel Outreach
10451 HWY C, Frohna, MO 63748
phone 573-225-7556
email: dmhecht2021@yahoo.com

LCMS Missouri District Office (314) 590-6200
Website: www.mo.lcms.org

LCMS – Directory of Recognized Service Organizations
Website: www.lcms.org/about/directories

Guidelines for Submitting a LWML Mission Grant Proposal Missouri District

(Updated 6/24/22)

(DEADLINE FOR SUBMISSION: postmarked by October 31, 2023)
***If Review of proposal prior to final submission is desired – submit
electronic copy by September 15th***

It is important that you read all the information in the packet before you begin.

Questions? Please contact LWML Missouri V.P. of Gospel Outreach,

Donna Hecht, 10451 Hwy C, Frohna, MO 63748 (573) 225-7556

dmhecht2021@yahoo.com

Before submitting a mission grant proposal, consider 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 grant proposal.
- b. Changes in a mission grant are subject to the approval of the LWML Missouri District Executive Committee. Failure to report changes in your project may result in funds having to be returned to the LWML Missouri District and future funding revoked.
- c. Mission grants must be disbursed or put into use within a four (4) year period from the time of the vote, or they will be required to be returned to the LWML Missouri District to be reallocated in the District 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. Payouts will be made when the LWML Missouri District Mission Fund has available funds. Payments will then be made according to the payment schedule established by the V.P. of Gospel Outreach. Effort will be made to consider the need and requested payment timeline, through the completion of the **Acknowledgement Form** by the mission grant recipients following the election.
- 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. Once the grants have been paid, the responsibility of the LWML MO District ceases.

WRITING & SUBMITTING THE MISSION GRANT PROPOSAL

PAGE 1 – COVER SHEET (Copy & complete the form Cover Sheet – Enclosed)

Name of Proposal: Choose a name that will capture the reader's attention but also will be easily identified with your ministry. Keep it short as possible – maximum of 40 characters, and still include all you need to say. This is what will be seen in the Missouri District LWML Convention Manual if your proposal is selected for the ballot.

Amount Requested: The cap amount is \$20,000. If the ministry needs more money than this to complete their proposal and does not have assurance of having the rest of the funding in place by the end of the biennium, they should not request funds from us.

Contact Person/ Grant Administrator: This is the person who sees to it that the money is used as indicated in the proposal. This person would verify that the recipient's ministry is ready for implementation and that the funds are indeed needed when asked for. Include all necessary contact information.

Authorized Grant Submitter: This person is the actual one submitting the written grant. Any questions would be first asked of this person. They should have knowledge of the ministry and know most of the others who are a part of the organization. Include all necessary contact information.

May be submitted by a LWML Member, LWML Society, LWML Zone from the Missouri District. You may choose "Other", which could be an LCMS board or a Recognized Service Organization (RSO). Any submitter outside of Missouri must have endorsement from the LCMS Board in which the ministry is located.

Endorsement: Proposals for funding ministries outside the Missouri District or outside the United States require the endorsement of the appropriate LCMS Board/ District President of the District in which the ministry is located. There must be a signature by an LCMS District President or Director of Missions, etc...

PAGE 2 – FORMAL RESOLUTION (See “Sample Resolution” following)

The resolution should be concise, but specific and include project goals, needs, purpose(s) for which requested funds will be used.

Top of Page – The Grant Proposal Title and amount of Grant

Next – “Resolution” in paragraph style & written in the following manner:

(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...”*

(Followed by up to 5 additional “WHEREAS” statements)

(Next) WHEREAS: State the need(s) for the grant:

Example: *“WHEREAS, (parents of students at St. Paul High School) are unable to fully finance the cost of living for students away from home; AND . . .”*

Example: *“WHEREAS, (Trinity) Lutheran Church is aware of the need, has voted approval and has purchased land for a student dormitory in (St. Charles, MO); AND . . .”*

(Last) WHEREAS: State the authorizing submitter (See Section B for approved submitters) and their approval for the proposal.

Example: *“WHEREAS, the Board of Missions, of the Lutheran Church – Missouri Synod, has approved the project;*

Complete statement with: *“THEREFORE LET IT BE RESOLVED that the Missouri District Lutheran Women’s Missionary League in convention adopt a mission grant of \$(amount of proposed grant) for the 2024-2026 biennium for (name of organization) to (state specifics of the resolution and summarize the goal)”.*

Sample of Resolution (Page 2 of Proposal, see above for additional information)

**Name of Grant
Amount of Grant
Resolution**

Whereas, State the purpose or goal that is mission and/or Bible based; and

Whereas, _____; and

Whereas, _____; and

Whereas, _____; and

Whereas, _____; and

Whereas, State the authorizing submitter and his/her/their approval for the proposal;

THEREFORE BE IT RESOLVED, That the Lutheran Women’s Missionary League Missouri District in convention adopt a mission grant in the sum of **\$(amount of proposed grant)** for the 2024-2026 biennium to **(name of organization)** for **(summary/goals of the proposal)**.

(END OF SAMPLE)

PAGE 3 – 4: PROJECT INFORMATION

The project information portion is to be 2 pages max and must answer the following:

1. How will someone learn of Jesus Christ through this project?
2. Itemized facts regarding costs -land, facilities, construction, equipment etc.
3. Written information that describes or supports the project.
4. Funding sources – If request is for partial funding, indicate total amount and source of remaining funds.
5. Date project is expected to begin.
6. Person responsible for implementing project and administering funds.
7. Person responsible for continuing maintenance and support.

The Project Information Section to conclude with:

“In Summary:” (100 words or less summarizing the Grant Proposal), which may be used when preparing the convention manual, if your grant is selected for Ballot, and should conclude with:

“LWML mites would be used specifically to: . . .”.

PHOTOGRAPHS -Include 2-3 photos of the proposed project. These will be used for informational purposes together with a summary of the grant for delegates to review prior to voting. **Please send with electronic grant submission & send photos as jpegs.**

SUBMITTING THE MISSION GRANT PROPOSAL

1. **MAIL** one (1) Original Proposal with original signature(s), three (3) additional copies of the full proposal (**ALL copies to include required signatures**) to:

V.P of Gospel Outreach, Donna Hecht
10451 Hwy C
Frohna, MO 63748

2. **EMAIL:** One (1) electronic copy of the Grant Proposal with photos (jpegs) to the Vice President of Gospel Outreach, Donna Hecht, email address: dmhecht2021@yahoo.com

All requested information **MUST** be provided for the proposal to be considered.

DEADLINE FOR SUBMISSION – POSTMARK BY OCTOBER 31, 2023

GRANT SELECTION PROCESS:

- ✓ Grants will be dated upon receipt and reviewed to insure that all the necessary information has been included and that the guidelines have been followed.

- ✓ Receipt of all grants will be acknowledged. Notice is sent to the submitter of the grant and is done as soon as possible after the grant is received by the VP of Gospel Outreach.
- ✓ The Grant Evaluation and Selection Committee are: Chairman – Vice President of Gospel Outreach, members of the Gospel Outreach Committee, and (in an advisory capacity) the Senior Pastoral Counselor.
- ✓ Evaluation of the proposal. This is done using the same guidelines listed under Procedures & Preparation.
- ✓ Eliminate those proposals that do not meet the criteria.
- ✓ If more than (1) proposal is submitted for the same ministry, due to the volume of requests for funding, and the established cap for requested funds, this committee will be allowed to choose which of the ministries' proposals will be left for board review and which will be removed from consideration.
- ✓ Submit the proposals to the LWML Missouri District President, the LCMS President of the Missouri District and the Missouri District Mission Executive for their evaluation and comment. These three (3) consultants have current knowledge of what is happening in the field and ministries of the Missouri District. This step in the process is done to determine if there are any potential problems that would jeopardize the implementation of the project.
- ✓ The proposals that have been recommended by the V.P. of Gospel Outreach, and the Gospel Outreach Committee, the LWML Missouri District President, The LCMS President of the Missouri District, and the Missouri District Mission Executive are then taken to the LWML Missouri District Board of Directors' Spring Board meeting for final approval for the ballot.
- ✓ Approval of the LWML Missouri District Board of Directors at the Spring Board Meeting prior to the convention.
- ✓ The slate of mission grants to appear on the ballot at the convention is determined.
- ✓ Grant proposals are put on the ballot in the order of which they were received.
- ✓ The Contact Person listed on the Cover Page of your proposal will be notified as to whether or not their proposals will be placed on the convention ballot.

- ✓ In the summer of even numbered years, the LWML Missouri District convention is held for the purpose of selecting the mission grant proposals that will receive funding.
- ✓ Following the Convention, the Grant administrators whose grants have been selected to receive funding, will receive a notification letter and an **Acknowledgement Form**. This form asks for information as to how the checks should be made out, and what timeline would be most helpful to the recipient(s). **This form should be returned within (2) weeks of receipt, so that a grant schedule can be made and funds can begin to be released as mites are received.**
- ✓ Proposals that are not receiving funding, will be notified.

FREQUENTLY ASKED QUESTIONS:

1. What type of grant is appropriate for consideration?
Any type of project supported by the LWML, a LCMS Church or School, RSO (Recognized Service Organization) or LCMS Missouri District, which furthers the proclamation of the Gospel of Jesus Christ.
2. What type of project is most likely to be approved?
 - A. *Projects that have a beginning and an end.*
 - B. *Project Start-Ups which give the boost needed to start up a mission project.*
 - C. *Projects that are in Missouri (projects outside of Missouri are typically more appropriate for the “national” LWML conventions.)*
3. What type of project components are less likely to be approved?
Proposals which are fully or partially funding ongoing salaries (who sustains them the next two years?). Start-Up projects are different. If the salary is needed this one time, and will be supported by the project in the future, the grant proposal is viable

COVER PAGE FOR LWML MISSOURI DISTRICT MISSION GRANT PROPOSAL

This page MUST be attached to the proposal with necessary signatures

Name of Proposal – Please limit the length of the title to no more than 40 characters & include the name of the ministry receiving the support. (i.e. Mission Central – Support at Just the Right Time)

Name of the Proposal _____

Amount of the Proposal \$ _____

Grant Administrator Contact Name _____ **Title** _____

Name of Organization/Ministry _____

Address/ City/State/Zip _____

Phone Number _____ Email _____

Authorized Grant Submitter

Name of LWML Member or organization: _____

Submitted by: __ LWML Member __ LWML Society __ LWML Zone __ LCMS Board __ Other

Address/City/State/Zip

Phone Number _____ Email _____

Signature of Submitter _____

Endorsement – Proposals for funding ministries outside of the Missouri District or outside of the United States require the endorsement of the appropriate LCMS Board.

Name and Title _____

Phone Number _____ Email _____

Signature of Endorser _____

DEADLINE: October 31,2023

**Email entire proposal with Cover Page and 2-3 photos attached (jpegs) to:
Donna Hecht at dmhecht2021@yahoo.com**

AND

**Mail 4 sets of Cover Page & Proposal (Do not include photos or flash drives):
Donna Hecht, 10451 Hwy C, Frohna, MO 63748**