

GUIDELINES

Submitting a Mission Grant Proposal to the LWML 2011 Convention

**Proposals for the 2011 Convention in Peoria, Illinois, need to be submitted by
September 30, 2010.**

PROPOSAL PREPARATION

Revised January 2010

STEP I. RESOURCES FOR PROCEDURES AND SUPPORTIVE MATERIALS

A. PEOPLE: LCMS World Mission (Kristy Grannis, Mission Projects Administrator),
Missionaries, District Synod Executives, LWML Vice President of Gospel Outreach

B. LWML HANDBOOK: ARTICLE XVII—MISSION GRANTS

Section 1

- a. Mission grant proposals may be submitted by LWML members, societies, zones, districts, and LCMS boards.
- b. The required number of copies of proposals must be submitted. (** See *New Criteria for this Biennium.*)
- c. Proposals for all mission grants shall be submitted to the Vice President of Gospel Outreach by September 30 in the even-numbered years.
- d. Proposals for all mission grants, except those submitted by LCMS boards, shall:
 - (1) have the approval of the Executive Committee or the Board of Directors of the LWML district in which they originate;
 - (2) have the approval of the President of the LCMS district or partner church in which the proposed grant recipient is located.

Section 2

- a. The Vice President of Gospel Outreach shall present the mission grant proposals to the President of the LCMS or his representative and to the Executive Directors of LCMS boards for evaluation.
- b. After consultation with LCMS officers, the Mission Grants Committee shall select the mission grant proposals to appear on the convention ballot subsequent to approval by the Executive Committee.

Section 3

- a. Funds voted for a mission grant must be disbursed or put into use within two (2) fiscal biennia — the biennium in which they were voted upon and the one following — or be reallocated. The convention may extend the time for one (1) biennium in case of extenuating circumstances.
- b. In the event that changes in mission grant plans occur after the recipients have been selected in convention, the Board of Directors shall be authorized to approve the amended grant or reallocate the funds, either in session or by other means in accord with Missouri law.*

* Missouri law permits a board of directors to act other than in person only (i) by unanimous written consent or (ii) by telephonic means by which all participants can hear each other.

STEP II. WRITING THE PROPOSAL

Criteria for LWML Mission Grant Proposals

Ministries should:

- be mission in emphasis, extending the ministry of the Word;
- fit into plans and projections of the LCMS;
- be current and ready for implementation; and
- be ongoing in nature, with assurance of continuing after the grant moneys have been expended.

Ministries situated in an LCMS district should be approved by that district. Ministries involving a national or partner church should be approved by that body.

For any grants for missions outside of the U.S., grant submitters need to contact LCMS World Mission to share the scope of the grant proposal. This contact needs to be documented on the Directory of Grant Personnel, by listing the date of the contact and the name of the person with whom the submitter spoke.

1. Prepare a proposal **in resolution form**, for example:
 - a. WHEREAS, Christ in His Holy Word has charged us to reach out to all nations; and
 - b. WHEREAS, educated Christian youth are a means of propagating His Word to future generations; and
 - c. WHEREAS, the people of [insert name(s)] are unable to finance fully the cost of living for students away from home; and
 - d. WHEREAS, The Lutheran Church—Missouri Synod Board for Mission Services has approved the grant; therefore be it
 - e. RESOLVED, that the Lutheran Women’s Missionary League vote the sum of \$ [insert amount] to help fund the building of the student facility at [insert location(s)].
 - f. Make the **resolution** concise and specific. Include ministry needs, amount of funds required, and purpose(s) for which the money will be used.
2. Prepare a **separate detailed information paper (single-sided, single-spaced, maximum length of 8 pages)** on the ministry, including names and comments of persons having special knowledge of the ministry and applicable information. The information might include the following:
 - a. cost of land, facilities, construction, equipment, etc.;
 - b. amount of salaries, scholarships, etc.;
 - c. total amount and source of remaining funds if funding is only partial;
 - d. organization or person responsible for implementing the project, administering funds; and
 - e. organization or person responsible for continued maintenance and support.
3. Prepare the **Directory of Grant Personnel** fillable form to serve as the cover sheet of your Mission Grant Proposal. Be sure that it has all of the information requested and includes the following:
 - a. **name and signature of the LWML District President**
 - b. **name and signature of the Synodical District President**
 - c. **for grants outside of the U.S., the date of the contact and name of the person with whom you spoke at LCMS World Mission to explain the scope of the mission grant proposal**
 - d. **grant administrator**
 - e. **name and information of the person to whom the funds will be sent. This should be a person or organization that is stateside (not in a foreign country)**

4. Prepare a **CD with 5-7 high-resolution photos** to submit together with your grant proposal.
 - a. Choose pictures that best illustrate your grant and communicate your mission to the women of the LWML. ***Do not send these photos in PowerPoint***, because they will be used for a variety of purposes.
 - b. Write a **description for each photo as a separate Word document**, being sure that each written explanation is short and to the point. Please label the description to match the label of the photo.
 - c. Note that this CD will ***not*** be returned to you

**** *New Criteria for this Biennium***

The proposal must be submitted as an e-mail attachment to the LWML Vice President of Gospel Outreach at: depg@lwml.org

In addition, nine (9) hard copies must be mailed, together with your CD with the 5-7 photos and their descriptions, to the LWML Vice President of Gospel Outreach:

Marilyn McClure
2012 E. Monte Vista Drive
Tucson, AZ 85719-2874

DID YOU REMEMBER TO ... ??

- Fill out the fillable Directory of Grant Personnel form, and use it as the cover sheet of your proposal
- Get the two signatures (on the original copy of the Directory of Grant Personnel) necessary for validation (Synod Boards do not require signatures.)
- Document on the Directory of Grant Personnel your contact with LCMS World Mission for foreign or partner church grants, listing the name of the person with whom you spoke and the date of the contact
- Write your proposal in resolution format
- Limit the Detailed Information Paper to 8 pages (any additional pages will be eliminated)
- Make sure the submitter is an LWML member, society, zone, district, or LCMS board
- Submit your proposal as an e-mail attachment, as well as in hard copy form (9 copies)
- Submit your CD with 5-7 high resolution pictures and their descriptions
- Submit your proposal by September 30, 2010 to the LWML Vice President of Gospel Outreach (address listed above)

NOTE: When assembling proposal materials, only submit those pages that are listed in these guidelines. Please refrain from using fancy cover sheets or folders, as these will be discarded.