

Guidelines for Submitting a LWML Mission Grant Proposal Missouri District

(revised 01.03.2017)

(No proposals will be accepted if postmarked later than October 31, 2017)

**It is important that you read all the information in the packet before you begin.
If you have questions please call the Vice President of Gospel Outreach,
Amee Boettcher (573.450.7733 / ameeboettcher@gmail.com).**

*May God Bless your efforts and clear any roadblocks to getting your
Grant Proposal started and submitted early!*

PROCEDURES & PREPARATION

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 treasure. 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. 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?
5. Allow time to gather facts and assemble supportive materials; the following may be helpful 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:
Amee Boettcher (573) 450-7733 (cell/text) ameeboettcher@gmail.com

6. **If you would like your proposal reviewed and given an opportunity to make corrections/additions, you must submit it prior to September 15th. All proposals received after September 15th will be reviewed "as is".**

B. Who may submit a mission grant proposal?

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

WRITING & SUBMITTING THE MISSION GRANT PROPOSAL

C. PAGE 1 – COVER SHEET (See form at the end of the Guidelines).

1. **Name of Proposal:** Choose a name that will capture the reader’s attention but also can easily be identified with your ministry. Keep it short as possible 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.
2. **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.
3. **Submitted By:** Select LWML Member, LWML Society, LWML Zone. Must be from the Missouri District. You may choose Other, which could be an LCMS organization or a Recognized Service Organization (RSO). Any submitter outside of Missouri must have endorsement from a LCMS Board.
4. **Contact Person:** This person is the actual one submitting the written grant. Any questions would be first asked of this person. They should have first hand knowledge of the ministry and know most of the others who are a part of the organization.
5. **Endorsement:** Proposals for funding ministries outside the Missouri District or outside the United States require the endorsement of the appropriate LCMS Board.
6. **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.

D. PAGE 2 – FORMAL RESOLUTION (See “Sample” following):

1. Top of Page – Grant Proposal Title and amount of Grant
2. Followed by “Resolution” in paragraph style and written out 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 max.):
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 2018-2020 biennium for (name of organization) to (state specifics of the resolution and summarize the goal)*”.
3. The resolution should:
 - a. Be concise, but specific
 - b. Include project goals, needs, purpose(s) for which requested funds will be used.

Sample of Resolution (Page 2 of Proposal, see above, section D. 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 2018-2020 biennium to **(name of organization)** for **(summary/goals of the proposal)**.

(END OF SAMPLE)

E. PAGE 3 – 6: PROJECT INFORMATION

1. The project information portion is to be 4 pages max and must answer the following:
 - 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(s) for implementing project and administering funds.
 - g. Who assumes responsibility for continuing maintenance and support.
2. The Project Information Section to conclude with:
 - a. “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:
 - b. “LWML mites would be used specifically to: . . .”.

F. Video

1. Prepare a Phone-type or equal video which can be sent with an electronic copy of the grant proposal submittal. This video will be used in the grant review process and if selected, will be used on the LWML Missouri District website and as a presentation at the Convention.
2. Video should include information which describes the grant and the organization submitting the grant proposal. It should include a person or people describing the grant and may include looking at pictures or documents supporting the grant proposal.
3. Video should not be longer than 60 seconds.

G. SUBMITTING THE MISSION GRANT PROPOSAL

1. **MAIL** one (1) Original Proposal with original signature(s), seven (7) additional copies of the full proposal (**ALL copies to include required signatures**) and **EMAIL:** One (1) electronic copy of the Grant Proposal with Video. All sent to the Vice President of Gospel Outreach.
2. All requested information **MUST** be provided for the proposal to be considered. No proposals will be accepted if postmarked later than October 31, 2017. Electronic Copy and Video **MUST** be sent on or before October 31, 2017.
3. Mission Grants adopted at the 2018 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.

H. GRANT SELECTION:

1. 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. Grant proposals are put on the ballot in the order of which they are received in their completeness.
2. 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.
3. The Grant Evaluation and Selection Committee are: Chairman – Vice President of Gospel Outreach, members of the Mission Outreach Committee, two Zone Presidents appointed by the LWML District President, and (in an advisory capacity) the Senior Pastoral Counselor.

- A. Evaluation of the Proposal. This is done using the same guidelines that all of the requesting forms should have used in submitting their proposal.
 - B. Eliminate those proposals that do not meet the criteria. If more than one (1) proposal is submitted by 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.
 - C. Submit the selected list of 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 so that this step in the process is done to determine if there are any potential problems that would jeopardize the implementation of the project.
 - D. Prepare the slate of mission grant proposals to appear on the convention ballot, upon approval of the LWML Missouri District Board of Directors at the Spring Board Meeting.
- 4. 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.
 - 5. Following the Convention, Grant administrators whose grants have been selected will receive notification and shall receive an acknowledgement form. This form asks how the checks should be made out, and when the funds 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.**

J. 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 MISSOURI DISTRICT
2018 - 2020 MISSION GRANT PROPOSAL**

(Please print, unless signature is required.)

Name of Proposal: _____

Amount of Proposal: \$ _____

Contact Person:

Name and Title _____

Street Address/City/State/Zip Code: _____

Phone Number: _____ Email: _____

Authorized Grant Submitter:

Submitted by: _____ LWML Member _____ LWML Society _____ LWML Zone _____ LCMS Board

_____ Other: _____

Name of Individual Member or Name of Organization: _____

Street Address/City/State/Zip Code: _____

Phone Number: _____ Email: _____

Signature of Submitter: _____

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

Name and Title: _____

Phone Number: _____ Email: _____

Signature of Endorser: _____ (If required)

Grant Administrator Contact:

Grant Administrator: _____ Title: _____

Name of Organization: _____

Street Address/City/State/Zip Code: _____

Phone Number: _____ Email: _____

Must be postmarked by October 31, 2017.

Send this page as the top page with entire grant proposal (all 8 sets), along with Electronic set & Video to:

Amee Boettcher, Missouri District LWML VP of Gospel Outreach

490 State Hwy F Jackson MO 63755 573.450.7733 (cell/text) ameeboettcher@gmail.com

The following is to be used by the Gospel Outreach Committee as a "Check List" for approval:

Page 1 (Cover Page) _____ Page 2 (Resolutions) _____ Page 3-6 (Information) _____ Summary/Mites Use _____

Electronic Copy & Video _____ Learn about Jesus? _____ Itemized facts regarding costs _____

Appropriate funding sources? _____ Continued support addressed? _____ Date project is expected to begin _____