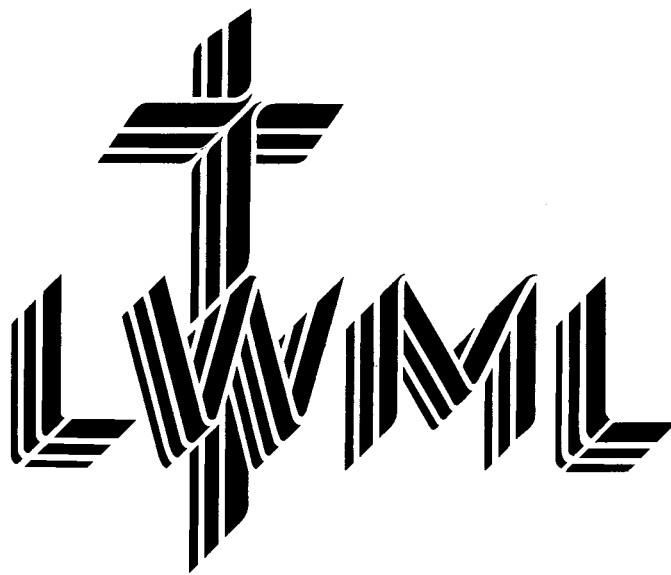


# *Mission Grants*

## Writing Helps



*Serve the Lord with Gladness*

## Introduction

From the first grant in 1943 — \$15,000 to Christ Church for the Deaf in Cleveland — millions of dollars have been received to fund Lutheran Women's Missionary League (LWML) Mission Grants.

Hundreds of these mission grants became realities because one LWML member or one LWML society learned of a mission need and made the effort to do something special — to submit a mission grant proposal to fund the project.

Each woman and each society continues to bless the mission grants program by continuing to be aware of the close-at-hand needs, remembering LWML and district mission grants in prayer, and supporting mission grants through Mite Box offerings.

The purpose of these guidelines is to answer some of the more important and frequently asked questions about the LWML mission grants program and mission grants selection process, assist with building a grant proposal, and offer helps and suggestions for strengthening Mite Box giving.

## What Is the Important Ingredient In the LWML Mission Grants Program?

Faith ...

... that our constant prayers for grants are heard.

... that the Lord will bless our offerings.

We give thee but Thine own,  
Whate'er the gift may be;  
All that we have is Thine alone,  
A trust, O Lord, from Thee. *LSB* 781

## How Can I Become More Aware of Mission Grant Opportunities?

- Study a mission area of the world as part of your personal devotional and prayer time.
- Look for unique ministry projects in your community, particularly an activity, service, or need in your community that may be different from those in any other geographical area. Look for ministries to ethnic or immigrant groups, the homeless or neglected, the physically or mentally disabled, women or children, or the aged.
- Become involved in your community's special programs.
- Attend zone events and rallies, district conventions, and mission fairs. Invite mission speakers to meetings and be alert to their specific needs.
- Review the Mission Grants Bank, a listing of approved mission grant proposals that were not selected at the LWML convention. Request the Missions Grants Bank from your district president. The Missions Grant Bank is also available from the LWML Vice President of Gospel Outreach. You can email her at [deppo@lwml.org](mailto:deppo@lwml.org).

## Who May Submit a Mission Grant Proposal?

Any LWML member, unit (society, group, zone, district), or mission board of The Lutheran Church—Missouri Synod (LCMS) may submit a grant proposal for consideration by the Mission Grants Selection Committee.

The organizations and recipients being considered for an LWML Mission Grant must be sponsored by one of the above listed people who acts as the official submitter of the mission grant proposal.

## How Do I Research an Idea For A Grant Proposal?

You may want to begin with these questions:

- Has this idea for a mission grant proposal for this need been given my prayerful consideration?
- What is the specific and current need?
- Does this ministry project have a documented and demonstrated record of service to its community?
- Can this specific need be met by my church, society or group, zone, or district?
- Will meeting this need include sharing the Gospel of Jesus Christ?
- Does this idea model the LWML standard of good mite stewardship?
- Does this idea fit in the vision of The Lutheran Church—Missouri Synod?

## How Can I Get More Help with Researching a Mission Grant Idea?

When you have identified a mission grant opportunity and researched the idea, contact and speak to key people involved with this program or activity. Help from the following individuals will also be valuable toward a decision to make a mission grant proposal:

- Executive Director of LCMS Office of International Mission.
- Executive Director of LCMS Office of National Mission.
- LCMS District Executive of the district in which the recipient of the grant is located.
- LWML Vice President of Gospel Outreach.
- LWML District President.
- Missionaries serving in your area or who have recently returned from the mission field.

## What Are the Criteria For a Mission Grant Proposal?

The Mission Grants Selection Committee will note whether:

- The grant will share the Gospel of Jesus Christ.
- There is a governing unit, such as a partner church, LCMS district, or Recognized Service Organization to which the ministry project regularly reports.
- The ministry has provided a financial statement as part of its mission grant proposal.
- There is specific or continuing partnering for the project from other sources.
- There is assurance that the project is able to sustain service to its constituency following completion of this grant.

## How Do I Evaluate My Mission Grant Proposal Idea?

Put the idea to the following test, reviewing whether the mission project:

- Is mission-focused in its overall emphasis.
- Offers the ministry of the Word.
- Has the approval of the LCMS District President or Mission Executive, when the project is situated in your district. A signature will be required on the grant form.
- Is in agreement with the LCMS. Contact with the LCMS Chief Mission Officer (CMO) is required when the project is located outside the United States. Contact through LCMS office should be documented with date of contact.

## How Do I Begin a Mission Grant Proposal?

Submitting a mission grant proposal is a two part process: the electronic submission and the mailed submission. Mission grant proposals are first completed online at *lwml.org*. There you will find two important links: *Guidelines for submitting a mission grant proposal* and *LWML Mission Grant Proposal Electronic Submission* link.

Both of these items are necessary and important parts of the complete mission grant package. Read through the guidelines so you will be prepared when you begin the online submission process. The guidelines also detail what is included in the physical part of the submission and where to send it.

## What Will a Completed Mission Grant Proposal Look Like?

A mission grant proposal will have these important elements: the Directory of Grant Personnel, the Resolution, digital photographs with captions, and the Detailed Information Paper that must be no longer than five (5) pages. Nine (9) assembled hard copies (1 original and 8 copies) of each mission grant proposal, which includes cover page with signatures, online submission confirmation page, and the Detailed Information Paper, are required.

### The Directory of Grant Personnel

The Directory of Grant Personnel will supply specific contact information for:

- The LWML representative or LCMS organization responsible for the mission grant proposal and who has special knowledge about the project.
- Both the LWML District President and the LCMS District President. If grant is outside the United States, information regarding contact with LCMS Chief Mission Officer.
- The persons or organization responsible for implementation of the mission grant.
- The persons or organization responsible for administration of the funds.

### The Resolution

The Resolution will be concise and will specifically include goals, needs, purposes for which funds will be used, and the total amount requested.

Below is a sample resolution:

WHEREAS, Christ in His Holy Word has charged us to reach out to all nations (a supporting Bible passage might be entered here); and

WHEREAS, educated Christian youth are a means of propagating His Word to future generations; and

WHEREAS, many parents of Christian youth are unable to finance the cost of living for students away from home; and

WHEREAS, The Lutheran Church of (country) is aware of the need, has special approval, and has purchased land for a student dormitory in (location); therefore be it

RESOLVED, that the Lutheran Women's Missionary League vote the sum of \$\_\_\_ to help fund the building of the student dormitory in \_\_\_\_.

### The Photographs

The photographs shall be submitted in digital format. Five (5) to seven (7) high-resolution photographs in JPG or JPEG format. Each photograph should be landscape orientation, and no larger than 3 MB in size.

Please note that these photographs will be used in a variety of ways, including social media, to

promote the mission grant upon selection for the convention ballot. The grants that are selected for the convention ballot will be contacted and will need to sign and return a photo/testimonial release form in the spring before convention.

## The Detailed Information Paper

The Detailed Information Paper will provide background information about needs, use of proposed funds, and how this mission grant fits into the plans and projections of The Lutheran Church–Missouri Synod. It will clearly delineate the following significant information such as:

- Current need.
- Cost of land.
- Cost of construction and/or maintenance.
- Cost of equipment and/or maintenance.
- Complete budget for proposed programs.
- Cost of salaries or scholarships.
- Any funding from other sources.
- Assurance of continued partnership support beyond the life of the specified request.

## What Are The Steps To Take in Submitting a Grant Proposal?

Allow sufficient time for planning, preparation, acquisition of necessary signatures, and mailing time to meet the mission grant proposal submission deadline. LWML deadline is September 30 of the even-numbered year just before the LWML convention in the odd-numbered year.

1. Gather all the Directory of Grant Personnel information.
2. Write the detailed grant proposal. It is to be submitted in a Word document or a PDF file. You may ask the recipient to create the proposal.
3. If it is a grant outside the United States contact the LCMS CMO for approval. Note the contact date, for reference in the electronic submission process.
4. Send the proposed Resolution and Detailed Information paper to your LWML District for the LWML District Executive Committee or Board of Directors to approve. (Allow enough time for this step. For example: send to your LWML District before August 15 of the submission year.)
5. Complete the online submission. Please see the *Guidelines for Submitting a Mission Grant Proposal* for details on specific information to be included on the online submission form.
6. When the grant proposal is submitted you will receive an email that will act as a cover letter when you submit your hard copies. Acquire the needed signatures on this cover letter.
  - Send the proposed Resolution, detailed information paper, and signature form to your LWML District President. The district president will return it all to you.
  - Send the proposed Resolution, detailed information paper, and signature form to your LCMS District President. The district president will return it all to you.
7. Prepare one (1) original signed set and eight (8) additional copied sets to be mailed to the LWML Vice President of Gospel Outreach. Her information is listed on the *Guidelines for submitting a mission grant proposal*.
  - Do not send any extra brochures, flyers or photos. The photos uploaded during the electronic submission process, along with the captions, will be sufficient for this time.

For additional questions and information, e-mail [depgo@lwml.org](mailto:depgo@lwml.org).

The mission grant proposal must be received by September 30 of even-numbered year.

## What Happens to a Grant Proposal after It Reaches the LWML Vice President of Gospel Outreach?

The LWML Vice President of Gospel Outreach:

- Checks each mission grant proposal for compliance with current LWML bylaws and files it according to its arrival date.
- Prepares identical packages, each containing one of each of the mission grant proposal sets received by September 30 of even-numbered years.
- Sends one package containing one of each mission grant proposal submitted to each member of the Mission Grant Selection Committee for study, prayer, and evaluation.

## Who Serves On the Mission Grant Selection Committee And How Does It Function?

The Mission Grant Selection Committee consists of two LWML Pastoral Counselors, the LWML President, the LWML Mission Grants Committee, and the LWML Vice President of Gospel Outreach, who chairs this committee.

An evaluation meeting is held in the convention year prior to the annual LWML Board of Directors meeting. The President of The Lutheran Church—Missouri Synod and the executive directors of the boards of Synod are invited to attend for consultation on the mission grant proposals.

At this evaluation meeting, the Mission Grant Selection Committee decides which of the mission grant proposals will be sent to the LWML Executive Committee for approval, presented to the LWML Board of Directors, and placed on the convention ballot.

## How Is the Final Decision Made As to Which Proposals Are Adopted By LWML?

The final decision as to which mission grant proposals are adopted by LWML is made by the delegates to the LWML Convention, who vote on behalf of LWML members.

Prior to the convention, the mission grant ballot is made available to all delegates. All delegates are asked to pray for the guidance of the Holy Spirit on the convention's mission grants vote.

## Who Sets the Mission Goal?

The amount of funding for the mission goal is decided upon by the convention delegates. The mission goal is pledged by them in the name of all LWML members and gathered through Mite Box offerings in the coming biennium.

## How Are Mites Collected and Used?

Mites are gathered through Mite Box offerings and sent to the LWML District Financial Secretary.

- Each district retains 75% or less of these offerings for the district mission goal; the major portion is used for district mission grants. In some districts, a portion is used for leader development of programs, spiritual growth programs, *Lutheran Woman's Quarterly* subscriptions, and administration.
- Each district sends 25% or more to LWML for its mission goal; a major portion is used for LWML grants. A minor portion is used for leader development programs, spiritual growth programs, and administration.

## How Can I Make Mission Grants More Meaningful to the Congregation?

Keeping people informed will help make mission grants more meaningful. Our hope is that the mission projects and mission grants are taken to heart — both in prayer and in participation. Here are a few suggestions:

- Use the resources from *lwml.org* on your church bulletin board and mission grants displays. There are prayers, stories, devotions, and updates from grant recipients.
- At your meetings, discuss the mission grants in the *grants@work* feature article of the *Lutheran Woman's Quarterly*. Each issue has one or more articles about a current mission grant.
- Lead an in-depth discussion of an area in the world where a mission grant is located, about its people, or about similar mission projects that reach out to persons in this geographical area.
- Include a mission grant story in each issue of your church newsletter.
- Update the LWML bulletin board each month with latest the mission grant story.
- Direct your congregation to the LWML website, *lwml.org*, where each person may download mission grants materials and mission grant updates for individual use and distribution.
- Ask your pastor to include a prayer for a mission grant in a church service, especially if the grant is in your district or in a troubled area of the world.
- Plan a showing of the Convention Mission Grants DVD. Ask your district president for it, or order it from the LWML Store.
- Order several of the mite boxes for your display. Use artifacts provided by former missionaries in your area.
- Be sure every woman in your society has a Mite Box and understands how to use it. Make them available to members of your congregation, Bible Class, Sunday school class, and to Sunday school students.
- Make Mite Box offerings a special part of your regular society meetings. Use the devotion published monthly at the LWML website, *lwml.org*.
- Use newspaper and magazine photos to enhance your display. The internet is also a good source. The most effective displays are those you design according to your own needs, space availability, and creativity.
- Contact LCMS Missions, 1333 S Kirkwood Road, St Louis MO 63122, for materials relating to areas of the world in which our current grants are located. These often include educational resources.
- Watch for LWML Mission Grant updates and thank-you's posted on *www.lwml.org/thanks* and on LWML social media.
- Designate one Sunday a month as a regular Mite Box Sunday.



Lutheran Women's Missionary League

1-800-252-5965

*lwml.org*

#14940 Revised 05/2017