



# MISSION GRANT GUIDELINES

*How then will they call on him in whom they have not believed? And how are they to believe in him of whom they have never heard? And how are they to hear without someone preaching? And how are they to preach unless they are sent?*

**(Romans 10:14, 15a)**

# GUIDELINES

## SUBMITTING A MISSION GRANT PROPOSAL TO THE LWML 2021 CONVENTION

Revised April 6, 2020

Mission Grant Proposals for the 2021 LWML Convention in Lexington, Kentucky, must **first** be submitted online to the LWML, preferably before **August 15, 2020**, and then sent to LWML and LCMS district presidents and/or the LCMS Chief Mission Officer for their signatures. The deadline to submit the hard copies of the proposals for consideration by the LWML Mission Grants Selection Committee is **September 30, 2020**.

### STEP 1. CRITERIA FOR LWML MISSION GRANT PROPOSALS

To assess the appropriateness of a mission grant proposal, see *Mission Grant Proposal: How to Get Started*. [www.lwml.org/mission-grant-proposals](http://www.lwml.org/mission-grant-proposals)

The Mission Grants Selection Committee will note whether:

- The grant is mission in emphasis and will share the Gospel of Jesus Christ.
- There is a governing unit, such as a partner church, LCMS district, or Recognized Service Organization (RSO) to which the ministry project regularly reports.
- The ministry has provided a financial statement or budget as part of the mission grant proposal.
- The ministry will be able to implement the project when funds are disbursed within the biennium in which they were voted upon or the one following.
- The ministry is ongoing in nature, with assurance of continuing after the grant monies have been expended.

### STEP 2. RESOURCES FOR PROCEDURES AND SUPPORTIVE MATERIALS

#### A. LWML NATIONAL MISSION GRANT PROPOSALS:

1. Mission grant proposals may be submitted by LWML members, groups, zones, districts, or an LCMS office, according to guidelines prepared by the Vice President of Gospel Outreach. Please check the LWML website [www.lwml.org/mission-grant-proposals](http://www.lwml.org/mission-grant-proposals), for updates and specifics on submitting proposals each biennium. **Current procedures are generally posted in the spring of even-numbered years.**
2. General steps for submitting grant proposals can be found in the LWML *Bylaws*, Article XVII – Mission Grants, [www.lwml.org/posts/handbook-resources/lwml-bylaws](http://www.lwml.org/posts/handbook-resources/lwml-bylaws) or under National Mission Grants in the LWML *Handbook*, [www.lwml.org/posts/handbook-resources/national-mission-grants](http://www.lwml.org/posts/handbook-resources/national-mission-grants).

#### B. CONTACTS AVAILABLE FOR ADVICE, SUGGESTIONS, AND GUIDANCE:

LWML Vice President of Gospel Outreach: [depgo@lwml.org](mailto:depgo@lwml.org)

Currently serving: Eden Keefe: [eden.keefe@lwml.org](mailto:eden.keefe@lwml.org)

LCMS Chief Mission Officer Rev. Kevin D. Robson welcomes contacts for consultation, input, and feedback on mission grant proposals at [LCMS.LWMLconnect@lcms.org](mailto:LCMS.LWMLconnect@lcms.org)

## OTHER RESOURCES INCLUDE:

- LCMS webpage: [www.lcms.org](http://www.lcms.org)
- LCMS Mission Priorities: [www.lcms.org/how-we-serve](http://www.lcms.org/how-we-serve)
- Districts of the LCMS: [www.lcms.org/districts](http://www.lcms.org/districts)
- Office of National Mission: [www.lcms.org/how-we-serve/national-mission](http://www.lcms.org/how-we-serve/national-mission)
- Office of International Mission: [www.lcms.org/how-we-serve/international-mission](http://www.lcms.org/how-we-serve/international-mission)
- Recognized Service Organizations Directory: [www.lcms.org/how-we-serve/mercy/recognized-service-organizations](http://www.lcms.org/how-we-serve/mercy/recognized-service-organizations)
- Mission Service Opportunities: [www.lcms.org/service](http://www.lcms.org/service)
- International Regions: [www.lcms.org/worldwide-regions](http://www.lcms.org/worldwide-regions)
- Missionary Directory: [www.lcms.org/missionarysupport](http://www.lcms.org/missionarysupport)
- International Partner Church Bodies: [www.lcms.org/how-we-serve/international/partner-church-bodies](http://www.lcms.org/how-we-serve/international/partner-church-bodies)

## STEP 3. WRITING THE PROPOSAL

The information that needs to be gathered before submitting the grant includes:

1. Name for the grant that is descriptive of its purpose (limit of 50 characters, including spaces and punctuation marks).
2. Monetary amount requested for the grant.
3. Name of organization being helped, geographic area of impact (does the grant affect a city, country, world), estimated number of lives being impacted by this grant (a range of numbers is acceptable), demographic of lives being impacted by this grant (does this grant affect a certain age, gender, ethnicity, income level, nationality, etc.), and purpose of grant funds (i.e. programs, scholarships, training, ministry, specific supplies).
4. Name, address, phone, and email of the person or group submitting the grant.
5. Name of the submitter's LWML district president and her contact information.
6. Name and contact information of the LCMS district president where the grant recipient is located.
7. The name and contact information of the grant administrator (must be a person or an organization that is in the United States).
8. The name and contact information of the agency to whom the funds will be sent.

## RESOLUTION:

The proposal needs to be in resolution format, with four or less "WHEREAS" statements that can be entered into the electronic form (limit of 1,500 characters, including spaces and punctuation marks).

For example:

1. **WHEREAS**, Christ in His Holy Word has charged us to reach out to all nations; and
2. **WHEREAS**, educated Christian youth are a means of propagating His Word to future generations; and
3. **WHEREAS**, the people of [insert organization name(s)] are unable to fully finance the cost of living for students away from home; and
4. **WHEREAS**, The Lutheran Church—Missouri Synod Chief Mission Officer was consulted about the grant (**NOTE: The "RESOLVED" portion will be filled in**

automatically inserting the information given previously. It will contain this template); therefore, be it

**RESOLVED**, that the delegates gathered at the 2021 Lutheran Women’s Missionary League Convention in Lexington, Kentucky, vote the sum of \$ [insert amount] to help fund [insert the project or cause].

Make the resolution concise and specific. Include ministry needs, amount of funds required, and purpose(s) for which the money will be used.

**THE DETAILED INFORMATION PAGES MUST INCLUDE:**

1. The names and comments of persons having special knowledge of the ministry.
2. Descriptive information about the grant.
3. Financial statement or budget which may include:
  - 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.

The Detailed Information Pages can be no more than five (5) total pages. When finished, the Detailed Information Pages need to be saved in PDF format so they can be selected from your computer in the indicated space in the electronic form. While PDF format is preferred, the online form will also accept Word documents (.doc or .docx).

**PHOTOGRAPHS:**

- Five (5) to seven (7) high-resolution photographs in JPG or JPEG format. Each photograph should be landscape orientation, and no larger than 3MB in size.
- File name for each photograph should not contain spaces, commas, or special characters.
- Prepare descriptive captions for each photograph, limiting the length to 1,000 characters, including spaces and punctuation marks, per photo.
- Complete a hard copy of the photo release form for each of the pictures included. The form is available on the webpage: [www.lwml.org/mission-grant-proposals](http://www.lwml.org/mission-grant-proposals).

**STEP 4. SUBMITTING THE PROPOSAL ELECTRONICALLY**

All proposals are to be submitted electronically preferably before **August 15, 2020**. The electronic form is located on the website at [www.lwml.org/mission-grant-proposals](http://www.lwml.org/mission-grant-proposals).

You will have the option to save and resume if you need to gather additional information.

**Prior to electronic submission:**

Your photographs and their captions need to be accessible and complete since they will be uploaded in the electronic submission form. It will be helpful to have the PDF and JPG documents in one folder on your desktop. This will make them easier to find when making your selections for the online form. Also note that once you have selected your photographs and clicked the “Submit Form” button, it may take several minutes for the photographs to upload.

**NOTE:** On the electronic grant proposal form, you need to indicate that you intend to get the approval and required signature(s) by marking the boxes after the names of the district LCMS and LWML district presidents. LCMS Offices and their corresponding ministries are exempted from obtaining these signatures.

To assist you in the electronic grant proposal process, these are the steps that the online form will take you through:

- Part One – Grant Summary
- Part Two and Three – Grant Personnel Information
- Part Four – Proposal in Resolution Format
- Part Five – Detailed Information Pages and Photographs with Captions
- Part Six – Review
- Part Seven – Thank You and Confirmation Webpage to Print

Once you have completed the electronic form by choosing the Submit Form button, you will need to print the Confirmation Webpage. This will be part of your hard copy submission.

After submitting the electronic proposal, you will also receive an email confirmation. Print the LWML Mission Grant Proposal Confirmation email (confirmation email), which will act as a cover page for your hard copy submission. This is the document on which you must obtain the two required district signatures noted under Step 5.

## **STEP 5. APPROVAL SIGNATURES, RECOMMENDATIONS, AMENDMENTS**

- For grants located within the United States, it is advisable to send a copy of the confirmation webpage, the Detailed Information Pages, and the confirmation email (mentioned above) of the grant proposal to the submitter's LWML district president **by August 15** of even-numbered years. This allows the LWML district executive committee or board of directors ample time to review and approve the grant before it is signed by the submitter's LWML district president **and** sent to and signed by the LCMS district president in which the grant recipient is located. It must be returned to the submitter and included with the hard copy submission.
- For grants for a ministry or service agency outside of the submitter's district (including a non-geographic RSO, for example) OR a ministry, service agency, or mission project outside of the United States, the submitter should email a copy of the confirmation webpage, the Detailed Information Pages, and photos for the grant proposal to the LCMS Chief Mission Officer (currently Rev. Kevin D. Robson) at [LCMS.LWMLconnect@lcms.org](mailto:LCMS.LWMLconnect@lcms.org) **by August 15**, along with a contact phone number, to allow the Chief Mission Officer (CMO) to follow up as needed.
  - The CMO will review the grant proposal and complete, sign, and return a Grant Proposal LCMS Review Form to both the LWML and the submitter. The submitter will include this form in the hard copy submission.
  - The Grant Proposal LCMS Review Form does not “approve” the grant but only provides a recommendation to the LWML from the CMO on behalf of the LCMS. The form will conclude that the grant proposal is either “Recommended”, “Recommended with Reservations”, or “Not Recommended”.

- If necessary, the submitter may request amendments be made to the electronic grant proposal submission by contacting the Vice President of Gospel Outreach by email ([depgo@lwml.org](mailto:depgo@lwml.org)) prior to submitting hard copies postmarked by **September 30, 2020**.

## STEP 6. PREPARATION AND SUBMISSION OF HARD COPIES

**Submission of the mission grant proposal must be postmarked by September 30, 2020.**

These are the documents you need to mail to complete your mission grant submission:

- One (1) hard copy of the confirmation email with required district signatures.
- A printed copy of the Confirmation Webpage.
- The signed and dated Grant Proposal LCMS Review Form (if applicable).
- The Detailed Information Pages.
- The Photo Release Forms for all photos. (Paper copies of the photos are NOT needed.)

Please USE PAPERCLIPS, NO staples.

**NOTE:** When assembling proposal materials, only submit those pages that are listed in these guidelines. Please refrain from sending flyers or using fancy cover sheets or folders, as these will be discarded. There is no need to send paper copies of the photos with your proposal. Any questions concerning grant submission may be directed to [depgo@lwml.org](mailto:depgo@lwml.org).

Mail to:

Eden Keefe  
 LWML Vice President of Gospel Outreach  
 6212 W. 155<sup>th</sup> St.  
 Overland Park, KS 66223

## STEP 7. EVALUATION OF GRANTS

The Vice President of Gospel Outreach shall present the mission grant proposals to the Office of the LCMS President and to the Executive Directors of LCMS boards for evaluation.

After consultation with LCMS International Center staff, the LWML Mission Grants Selection Committee shall recommend the mission grant proposals which will appear on the convention ballot subsequent to approval by the LWML Board of Directors and the Presidents Assembly.

**Final Note: If you are blessed to have a mission grant proposal selected for the ballot at the national level, it is our policy that you or anyone in the organization for which the proposal was written does not campaign for the mission grant and does not solicit votes from members of the convention voting body, either before or during the convention. May the Lord continue to bless your ministry, and thank you so much for applying for an LWML mission grant.**

## MISSION GRANT PROPOSAL CHECKLIST:

- Make sure the submitter is an LWML member, local group, zone, or district. LCMS Offices may also submit proposals.
- For grant proposals supporting a ministry or service agency outside of the submitter's district (including, for instance, a non-geographical RSO), OR a ministry, service agency or mission project outside of the United States, consult with the LCMS Chief Missions Officer via email ([LCMS.LWMLconnect@lcms.org](mailto:LCMS.LWMLconnect@lcms.org)). Provide your contact phone number.
- Get all the required information for Step 3. Writing the Proposal found in the *Mission Grant Guidelines* at [www.lwml.org/mission-grant-proposals](http://www.lwml.org/mission-grant-proposals).
- Write your proposal in resolution format.
- Limit the Detailed Information Pages to five (5) pages.
- Obtain a photo release form for each of the photos included and write captions.
- Fill out all of the information on the electronic form before **August 15, 2020**, and Submit Form.
- Print the Confirmation Webpage. This will be sent with the hard copy submission.
- Print the LWML Mission Grant Proposal Confirmation email (confirmation email), which will act as a cover page for your hard copy submission. This is the document on which you must obtain the two required district signatures.
- Send a copy of the Confirmation Webpage, Detailed Information Pages, and a hard copy of your confirmation email (referenced above) for approval and signatures by **August 15, 2020**, to:
  - Submitter's LWML District President; and then
  - The LCMS District President where the grant recipient is located. (Offices of the LCMS do not require these signatures.)
  - The hard copy of the signed confirmation email must be returned to the submitter to mail with the mission grant proposal.
- Submit the Confirmation Webpage, the Detailed Information Pages, and photos to the LCMS Chief Mission Officer via email to [LCMS.LWMLconnect@lcms.org](mailto:LCMS.LWMLconnect@lcms.org) by **August 15, 2020** for review, if applicable.
  - You will subsequently receive a copy of the completed Grant Proposal LCMS Review form with a dated, hand-written signature from the LCMS Chief Mission Officer.
  - This Review Form is to be sent with the hard copy submission of the mission grant proposal.
- Contact the LWML Vice President of Gospel Outreach at [depgo@lwml.org](mailto:depgo@lwml.org) with any amendments to the electronic mission grant proposal prior to mailing the hard copies.

### **Submission of the mission grant proposal must be postmarked by September 30, 2020.**

These are the documents you need to mail to the LWML Vice President of Gospel Outreach:

- One (1) hard copy of the confirmation email with required district signatures.
- A printed copy of the Confirmation Webpage.
- The signed and dated Grant Proposal LCMS Review Form (if applicable).
- The Detailed Information Pages.
- The Photo Release Forms for all photos. (Paper copies of the photos are NOT needed.)
- USE PAPERCLIPS, NO staples, please.