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 FOR SUBMITTING A MISSION GRANT PROPOSAL
FOR CONSIDERATION BY THE LWML MISSION GRANTS SELECTION COMMITTEE
FOR THE LWML 2023 CONVENTION

Mission Grant Proposals for the 2023 Lutheran Women's Missionary League (LWML) Convention in Milwaukee, Wisconsin, must be submitted online to the LWML, preferably by September 1, 2022, to allow time to obtain necessary approval signatures.

LWML is now accepting electronic signatures. After online submission of the grant proposal an email will be sent, within three business days, to the the LCMS District President (where the grant recipient is located) and the LWML District President (in which the submitter resides) for approval and signatures. A copy of the full proposal will accompany the signature email for their review. For grants outside the United States, an email will be sent to the LCMS Chief Mission Officer for his review.

The final deadline for submission of a completed Mission Grant Proposal is September 30, 2022.

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 LWML Mission Grants.

Hundreds of these mission grants became realities because one LWML member or one LWML group 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, each LWML group, is blessed to be a blessing to others by continuing to be aware of the close-at-hand mission needs in her community and writing mission grant proposals for them, as well as remembering LWML and district mission grants in prayer, and supporting them through Mite Box offerings.

The purpose of this document is to answer questions about LWML mission grants and the mission grants selection process, as well as assisting with developing and submitting a grant proposal.

Mission Grant Proposals — How to Get Started

What is an 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. As you are looking, be aware of the criteria LWML uses as they evaluate proposals.
- 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. The Mission Grants Bank is available on the LWML website under Mission Grants.

Who may submit a Mission Grant Proposal?

Any LWML member, group, zone, district, or a ministry from either the Office of International Mission or the Office of National Mission, or Office of the President 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 will act as the official submitter of the mission grant proposal.

How do I research an idea for a Mission Grant Proposal?

You may want to begin with these questions:
- Will meeting this need include sharing the Gospel of Jesus Christ?
- Has this idea for a mission grant proposal been given my prayerful consideration?
- What is the specific and current need?
- Is this an ongoing ministry?
- Does this ministry project have a documented and demonstrated record of service to its community?
- Can this specific need be met by my church group, zone, or district?
- Does this idea fit the LWML mission grant proposal criteria?
- Does this idea reflect the vision and mission priorities 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. Document who you talk with and the dates.

Help from the following individuals will also be valuable toward a decision to make a mission grant proposal:
- LCMS District President of the district in which the recipient of the grant is located;
- LCMS Chief Mission Officer (LCMS.LWMLconnect@lcms.org);
- LWML District President; or
- LWML Vice President of Gospel Outreach (depgo@lwml.org).
MISSION GRANT PROPOSALS — GUIDELINES

STEP 1. CRITERIA FOR LWML MISSION GRANT PROPOSALS

The Mission Grants Selection Committee will evaluate the grant proposals based on these criteria:

- The grant is mission-focused 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 biennium following.
- The ministry is ongoing in nature, with assurance of continuing after the grant monies have been expended.
- The ministry reflects the vision and mission priorities of the LCMS.

STEP 2. RESOURCES FOR PROCEDURES AND SUPPORTIVE MATERIALS

LWML NATIONAL MISSION GRANT PROPOSALS:

Mission grant proposals may be submitted by LWML members, groups, zones, districts, or an LCMS office, according to the LWML Bylaws. Current guidelines are posted in the spring of even-numbered years.

CONTACTS AVAILABLE FOR ADVICE, SUGGESTIONS, AND GUIDANCE:

LWML Vice President of Gospel Outreach is available to answer questions about these guidelines and online proposal submission at depgo@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.

OTHER RESOURCES INCLUDE:

- LCMS webpage: www.lcms.org
- LCMS Mission Priorities: www.lcms.org/how-we-serve
- Districts of the LCMS: www.lcms.org/districts
- Office of International Mission: www.lcms.org/how-we-serve/international-mission
- Recognized Service Organizations Directory: www.lcms.org/how-we-serve/mercy/recognized-service-organizations
- Mission Service Opportunities: www.lcms.org/service
- International Regions: www.lcms.org/worldwide-regions
STEP 3. GATHERING INFORMATION FOR THE PROPOSAL

Grant Summary
- Grant Title: Name for the grant that is descriptive of its purpose (limit of 50 characters, including spaces and punctuation marks).
- Amount Requested: Monetary amount requested for the grant.
- Organization Being Helped:
- Grant Funds Will Impact Lives: Inside or Outside the United States?
- 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 Impacted by this Grant: Does this grant affect a certain age, gender, ethnicity, income level, nationality, etc.?
- Purpose of Grant Funds: i.e. programs, scholarships, training, ministry, specific supplies (limit of 100 characters, including spaces and punctuation marks).

Submitter Information
-Submitter Type: LWML Member, LWML Group, LWML Zone, LWML District, LCMS Office
- Name, address, phone, email, and congregation of the person or group submitting the grant.

LWML District President Information
- Name, district, phone, and email of the LWML district president of the grant submitter.

LCMS District President
- Name, district, phone, and email of the LCMS district president where the grant recipient is located.

Grant Administrator Information (must be a person or an organization that is in the United States).
- Name, address, phone, and email of the grant administrator.
- Name to which the grant check should be made payable.

Funds Will be Sent To:
- Name, address, phone, and email to whom the funds will be sent.

PROPOSAL IN RESOLUTION FORMAT:
The proposal needs to be in resolution format, with four (4) or less "WHEREAS" statements that can be entered into the electronic form (limit of 1,500 characters, including spaces and punctuation marks).
For example:
WHEREAS, Christ in His Holy Word has charged us to reach out to all nations; and
WHEREAS, educated Christian youth are a means of propagating His Word to future generations; and
WHEREAS, the people of [insert organization name(s)] are unable to fully finance the cost of living for students away from home; and
WHEREAS, The Lutheran Church—Missouri Synod Chief Mission Officer was consulted about the grant.

**NOTE:** The "RESOLVED" portion will be filled in automatically with the information given in the proposal. It will contain this template; therefore, be it

**RESOLVED,** that the delegates gathered at the 2023 Lutheran Women’s Missionary League Convention in Milwaukee, Wisconsin, vote the sum of $[grant amount] to help fund [grant title].

Make the whereas statements concise and specific. Include ministry needs and purpose(s) for which the money will be used.

**DETAILED INFORMATION PAGES MUST INCLUDE:**

1. The names and comments of persons having special knowledge of the ministry.
2. Descriptive information about the grant.
   a. Who will be impacted, what is the purpose, where is it located, why is it needed, and how will mission grant funds assist?
   b. What is the mission emphasis of the grant? How will it spread the Gospel of Jesus Christ?
   c. Who is the governing body to whom the organization regularly reports? If there is a connection to an LCMS Office of Missions, an RSO, an LCMS congregation or district, or a partner church, please include that information.
   d. How will this mission be sustained after the grant monies are used?
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. One document with five pages or five documents at one page each. While PDF format is preferred, the online electronic proposal form will also accept Word documents (.doc or .docx) and Excel files (.xls or .xlsx).

**PHOTOGRAPHS:**

- Attach 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.
- The file name for each photograph should not contain spaces, commas, dots or special characters.
- Prepare descriptive captions for each photograph, limiting the length to 500 characters per photos, including spaces and punctuation marks.
- Complete a copy of the photo release form for each of the pictures included with the required signatures. A pdf of the photo release form is available on the webpage: www.lwml.org/mission-grant-proposals. See Step 6 (below) for how to submit the photo release forms.

**STEP 4. PREPARING THE PROPOSAL ELECTRONICALLY**

All proposals are to be submitted electronically, preferably by **September 1, 2022,** to allow necessary time to obtain approval signatures. The final deadline for submission of a completed Mission Grant Proposal is **September 30, 2022.** The electronic form is located on the LWML website at www.lwml.org/mission-grant-proposals.

The grant proposal form has seven sections:
Part 1 – Grant Summary
Part 2 – Submitter, Electronic Signature and Review Information
Part 3 – Grant Administrator Information
Part 4 – Proposal in Resolution Format (Whereas statements)
Part 5 – Detailed Information Pages and Photographs (with captions)
Part 6 – Review
Part 7 – Thank You and Confirmation page (Print)

IMPORTANT THINGS TO NOTE:
- At the end of each section of the proposal form, there is the option to “Save and Resume Later.” This option allows you to save the data provided for up to 30 days.
- Do not upload document files and photographs into the form until you are ready to submit. These files will not be saved in the document when you use the “Save and Resume Later” option.
- Prior to electronic submission: The grant photographs and their captions need to be accessible and ready 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 uploading to the online form.
- Maximum upload limit of all files combined in the proposal is 25 MB.

Once you have completed the electronic form by selecting the Submit Form button:
- It may take several minutes for the photographs to upload depending on size of files and internet connection.
- When submission is complete, a Thank You confirmation page will appear on the form web page.
- An email confirmation will be sent to the grant submitter’s email address.

Keep both the Thank You confirmation from the online submission and the confirmation email for your records.

STEP 5. APPROVAL SIGNATURES, RECOMMENDATIONS, AMENDMENTS

- For grants located within the United States:
  It is the submitter’s responsibility to advise their LWML District President and the LCMS District President in which the grant recipient is located, that an email requesting electronic signature approval will be sent within three business days following submission.

  Note: An email will be sent to the submitter and to the LWML Vice President of Gospel Outreach when these parties have signed the documents electronically.

- 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 advise the LCMS Chief Mission Officer (currently Rev. Kevin D. Robson) at LCMS.LWMLconnect@lcms.org preferably by September 1, 2022, that a mission grant needing LCMS review is being submitted. The submitter should provide their name and contact information 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 Grant Proposal LCMS Review Form does not “approve” the grant but only provides a recommendation to the LWML Mission Grants Selection Committee 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) prior to September 30, 2022.

STEP 6. SUBMISSION OF ALL DOCUMENTS

Submission of the mission grant proposal must be completed by September 30, 2022.

These are the documents that must be received by LWML BEFORE your mission grant proposal submission is declared complete:

- Online submission of mission grant proposal.
- Electronic signature of submitter’s LWML district president.
- Electronic signature of LCMS district president where grant recipient resides.
- The signed Grant Proposal LCMS Review Form (if applicable).

Photo Release forms can be submitted by email or USPS mail. Email scanned forms to the Vice President of Gospel Outreach at depgo@lwml.org, or mail hard-copy forms to:

LWML Vice President of Gospel Outreach Karen Morrison
LWML Office
801 Seminary Place, Ste. L010
St. Louis, MO 63105

Any questions concerning grant submission may be directed to depgo@lwml.org.

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 Mission Offices 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 LWML 2023 Convention, 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.