

# LWML CNH MISSION GRANT GUIDELINES

## Steps in Submitting a Proposal

- Step 1 BEGIN with a PRAYER that God would guide your preparations.
- Step 2 COLLECT ENOUGH INFORMATION so that you understand what the project is and what it WILL DO. You need to know what the present situation is with your project, what the need is and what the funding will do. Keep in mind that it may take up to two years after the convention for funding to be delivered. What will happen to the project during the wait time? What other funding will this project receive or will the mite monies be the sole reason to cause this project to occur? The project must be gospel oriented. How will people hear the gospel through this grant? Ministries should (1) be mission in emphasis, extending the ministry of the Word, (2) fit into plans and projections of the LCMS, (3) be currently ready for implementation, and (4) be ongoing in nature with assurance of continuing after the grant monies have been expended.
- Step 3 WRITE THE GRANT PROPOSAL DETAILED DOCUMENTATION. Give facts and tell the exact history of the project, how the funds will be used and where additional funds will come from. A budget is a must. There should be enough information to enable readers to feel confident that the project is worthwhile and stable.

Proposal check off list:

- Name for the grant that is descriptive of its purpose (limit of 50 characters, including spaces).
- Monetary amount of the grant.
- Name of grant sponsoring organization (church, society, school, RSO), who is being helped, geographic area of impact (does the grant affect a city, LWML Zone/District, country), estimated number of lives being impacted by this grant (a range of number is acceptable), demographic of lives being 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) and gospel impact.
- Name, address, phone, and email of the submitting entity for the grant.
- Name of the LWML Zone president and her contact information.
- Name of the LWML Zone Counselor and his contact information.
- The name and contact information of the grant administrator.
- The payee name and contact information for funds disbursement.

The detailed information paper about the grant project ministry; no more than 2 pages. Include details such as the names and comments of persons having special knowledge of the ministry and descriptive information about the grant.

The information might include the following:

- Cost of land, facilities, construction, equipment, etc.
- Amount of salaries, scholarships, etc.
- Organization or person responsible for implementing the project, administering funds.
- Organization or person responsible for continuance of project.

Step 4      **WRITE THE RESOLUTION.** This is a summary to persuade readers that the grant should be funded by their mites. Make the resolution concise and specific. Include ministry needs, amount of funds required, and purpose(s) for grant money. The following is an example of this format:

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 Joy Lutheran Church has been effective in reaching out to 50+ youth with its after school Joy Bible Club pilot program in Spring 2017, and

WHEREAS Joy Lutheran Church desires to continue and expand its youth Bible Club project to reach out to more non-churched high school youth and their parents through expanding the Joy Bible Club to other high school campuses with Biblical teaching and catechism and they have dedicated servant leaders and volunteers to assist in the ministry project,

THEREFORE be it resolved that the delegates gathered at the LWML CNH Convention in Newark, April 2018 vote the sum of \$ [insert amount] to be used to continue and expand sharing the saving good news of Jesus Christ through Joy's Bible Clubs.

Step 5      **FILL IN THE INFORMATION SHEET COMPLETELY.** This is to make sure you remember to get all the necessary signatures and names.

Step 6      **YOU SHOULD BE ABLE TO KEEP THE ENTIRE PROPOSAL TO NO MORE THAN 3 PAGES** including the INFORMATION PAGE. If electronically transmitted send one copy via snail mail, otherwise send six (6) copies via mail to the VP of Gospel Outreach by September 30, 2017.

Step 7      **AFTER THE FINAL REVIEW BY THE BOARD OF DIRECTORS,** at their February 2018 meeting, **LETTERS OF NOTIFICATION WILL BE** transmitted of each accepted or rejected grant proposal for balloting at the District's April 2018 Convention.

ALL accepted ballot proposals will be required to submit suitable material for a power point presentation at convention. It is suggested that 4-5 high-resolution photographs in JPG format, landscape orientation, be no larger than 3 MB in size, with descriptive captions be submitted.