

GUIDELINES FOR SUBMITTING LWML SOUTH WISCONSIN DISTRICT GRANT PROPOSALS

Mission grant proposals may be submitted by:

- A LWML SWD member, LWML SWD society, or LWML SWD zone.
- SWD LCMS Mission Executive; LCMS Office of International Missions (OIM); LCMS Office of National Mission (ONM)

Grant proposals must be submitted to the LWML SWD Vice President for Special Focus Ministries and Mission Grants and postmarked by October 31 of the odd numbered years for consideration at the district convention the following June. (Proposals postmarked after that date will not be considered.) The Vice President for Special Focus Ministries and Mission Grants will check each proposal for compliance with LWML bylaws and file them according to arrival date. After all proposals are received and reviewed for completeness and accuracy by the Mission Grant Committee, the Vice President for Special Focus Ministries and Mission Grants will present the proposals to the SWD LCMS Mission Executive, to the LCMS (OIM), or to LCMS (ONM), for evaluation.

The LWML SWD Executive Committee will then receive a copy of the proposals (with the name of the submitter omitted), prayerfully consider each one and eliminate any proposals not meeting the following criteria

Proposals shall:

- **Extend the ministry of the Word.**
- **Be mission in emphasis.**
- **Fit into the plans and projections of the LCMS.**
- **Be current and ready for implementation.**
- **Be well documented with costs, dates needed, use of funds, etc.**
- **Be affiliated with an LCMS RSO or other LCMS entity.**
- **Continue after LWML funding to further a long-term mission.**
- **Wisely use mites to reach many.**

The following questions will also be considered:

- **Is this something that should be part of the requesting organization's regular budget instead of a special request?**
- **Will the project also receive other funds, or will mites completely cause it to happen?**

Remaining proposals then go to the LWML SWD Board of Directors who selects an appropriate number of proposals to appear on the convention ballot, based on 1 1/2 to 2 times the proposed mission grant goal for the next biennium.

STEPS IN SUBMITTING A PROPOSAL

- Step 1** **BEGIN WITH PRAYER** that God would guide you as you prepare the proposal.
- 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 mission oriented. How will people hear the gospel through this grant? The LWML SWD will not grant funds for a projects or needs that are not viable. This has to be something that will happen.
- Step 3** **WRITE THE GRANT PROPOSAL DETAILED DOCUMENTATION. The attached format should be used.** All questions need to be answered, giving the facts and telling the exact history of the project, how the funds will be used, and where additional funds will come from. This does not have to include everything you know about the project, but should be enough to help readers feel confident that this is something worthwhile and stable.
- Step 4** **WRITE THE RESOLUTION** (Please see sample, page 3). This is a summary of **WHAT WILL HAPPEN, WHY IT WILL HAPPEN, and TO WHOM IT WILL HAPPEN**. The resolution must also include the amount of funding requested. This is your way to persuade those who read it that this grant should be funded by mites. You can see many sample grant resolutions in past convention manuals. Usually, each "whereas" is a thought or fact. You want to convince others of the importance of your grant.
- Step 5** **FILL IN THE COVER LETTER COMPLETELY.** This is to make sure you remember to get all the necessary signatures and names. **The attached form must be used.**

A GRANT PROPOSAL has three important elements:

- 1. The DETAILED DOCUMENTATION, page 5**
- 2. The RESOLUTION, (see sample below)**
- 3. A completed COVER LETTER; page 4**

The Detailed Documentation should clearly explain background information on needs, use of proposed funds and how it fits into the plans and projections of the LCMS.

Include any of the following that pertain to your proposal:

Cost of land, facilities, construction, equipment, complete budget for proposed programs, amount of salaries, scholarships; indicate partial funding from other sources; indicate balance or remaining funds; who is responsible for implementing the grant; administering funds; continuing maintenance; current need; assurance of support; people having special knowledge of the grant.

The resolution should be concise and specific. A sample resolution is provided for you, or you may check in past convention manuals.

Include grant goals, needs, purpose for which funds will be used, and the total amount requested.

Sample Resolution for Mission Grant Proposal

(From 1992 LWML SWD Convention Manual)

Scholarships for New Students at Central City Lutheran Schools, \$15,000

- Whereas the full time Christian Day School remains a potent force for good and for Lutheranism in today's Milwaukee inner city, and,
- Whereas attracting new students at the kindergarten and lower grades has proven the best evangelism approach for the family to join the church eventually and become active members, and,
- Whereas new students in the lower grades attracted through evangelism efforts, including the approach of radio advertising, often cannot afford the full tuition, needing some scholarship help for one or two years until their parent(s) attain better incomes, and,
- Whereas inner-city schools see the need for cooperation, as evidenced by the joint radio advertising approach, and the need to administer related scholarships jointly, be it therefore
- Resolved, that the LWML SWD in convention vote the sum of \$15,000 to help fund scholarships for two years for up to 30 students at Bethlehem, Emmaus, and Gospel Lutheran Schools in Milwaukee.

COVER LETTER FOR LWML SOUTH WISCONSIN DISTRICT MISSION GRANT PROPOSALS

(This form must be used for all proposals. Please fill in completely; type or print)

Name of Grant: _____

Amount Requested: _____

Submitted by: (check one)

____ LWML SWD-member

____ LWML SWD society

____ LWML SWD zone

SWD LCMS

____ LCMS International Missions

____ LCMS National Missions

____ Mission Executive

Is the recipient affiliated with the LCMS? _____

Submitter's name: _____

Street address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ E-Mail: _____

Submitter's Signature: _____

**LCMS Pastor, other than submitter,
or LWML Counselor Signature:** _____

Printed or Typed Name: _____

Project Administrator: _____

Street address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ E-Mail: _____ Web Page: _____

Funds will be sent to: _____

Street address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ E-Mail: _____

Some names may appear in more than one place. Be sure that all the information requested is listed in at least one category, and that all necessary signatures are included.

Proposals must be postmarked by October 31 in odd numbered years.

Proposals postmarked after this date will not be considered.

**LWML SOUTH WISCONSIN DISTRICT
GRANT DETAILED DOCUMENTATION**

Name of Grant: _____
Amount Requested: _____
Purpose or Goal: _____

Needs:
Specific use of funds:
Additional funding sources (if applicable):
Continued support or maintenance:
Mission emphasis:
Additional information:

This format should be used for all proposals; please fill in completely; type or print. Attach additional pages if needed. Send three (3) hard copies and an electronic copy as an e-mail attachment.

WRITING AND SUBMITTING THE PROPOSAL

All proposals must:

- **Be in resolution form.**
- **Be concise, yet specific, and include:**
 - Purpose or project goal
 - Statement of needs
 - Basic financial information, including:
 - Amount of funds requested
 - Itemized use of funds
 - If partial funding, list total amount and source(s) of additional funds
- **Include a completed Detailed Documentation** (please use format provided on page 5) further explaining:
 - current need
 - assurance of continued support and maintenance
 - additional supporting information
- **Include a completed Cover Letter containing approval signatures of both submitting person and an LCMS Pastor other than the submitter.** (Must use attached form)

SUBMIT THE PROPOSAL

Send three (3) hard copies each of the completed and signed Cover Letter form, the Detailed Documentation format, and the Resolution, and one electronic copy as an e-mail attachment. You may also include no more than one (1) letter of support and/or one (1) brochure to:

Kristen Kolell

Vice President of Special Focus Ministries and Mission Grants

W173 N5340 Ravenwood Drive

Menomonee Falls WI 53051

262-253-1275 vpsfm.lwml.swd@gmail.com

PROPOSALS MUST BE POSTMARKED BY OCTOBER 31, 2017.

Proposals postmarked after that date will not be considered.

No more than one proposal is needed for each grant request. Multiple proposals for the same grant will not help it to be selected for the ballot.

You will receive an acknowledgement when your proposal has been received. You will then be notified in April 2018 as to whether or not your proposal will appear on the ballot at our LWML SWD convention in June, 2018. After the convention, you will be notified whether or not your proposal has been voted to receive funding.

Check List Before Submitting Grant Application

1. Did I completely fill out the cover Letter?
2. Is the Cover Letter signed by a Pastor or LWML counselor?
3. Is the Grant Detailed Documentation completely filled out and additional pages, if necessary, attached?
4. Is the Resolution Page in the correct form?
5. Is there no more than 1 letter of recommendation?
6. Did I make three (3) copies and send an electronic copy as an e-mail attachment to send to the VP of Special Focus Ministries and Mission Grants?