

GUIDELINES FOR SUBMITTING LWML SOUTH WISCONSIN DISTRICT GRANT PROPOSALS

Mission grant proposals may be submitted by:

- LWML SWD Member, LWML SWD Group, 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, 2025 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 all identifying information omitted), prayerfully consider each one and eliminate any proposals not meeting the following criteria:

- **Extend the ministry of the Word.**
- **Be mission-minded in emphasis.**
- **Fit into the published 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 grant funds to reach many.**
- **Be accountable to the SWD LWML for how funds are used if the grant proposal is funded.**

Proposals that have been approved to this point will then go to the LWML SWD Board of Directors which would select 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.

The committee will also consider the following questions:

- **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 the grant money completely cause it to happen?**

A grant proposal can request up to but not to exceed a total of \$25,000. Only a grant proposal for the SWD LCMS Church Worker Grant may request up to but not to exceed \$30,000 due to the nature of that particular grant and how it is distributed.

STEPS IN SUBMITTING A PROPOSAL

- Step 1** **BEGIN WITH PRAYER** that God would guide you as you prepare the proposal.
- Step 2** **COLLECT INFORMATION AND CONSIDER THE FOLLOWING::**
- Purpose or project goal-must be mission oriented
 - Statement of needs-what the funds will accomplish
 - Keep in mind it may take up to 3 years to receive the funds
 - The project must be viable and ready for implementation
 - Basic financial information, including:
 - Amount of funds requested
 - Itemized use of funds
 - If partial funding, list total amount and source(s) of additional funds.
- Step 3** **WRITE THE GRANT PROPOSAL DETAILED DOCUMENTATION.**
The attached format should be used. Please be complete and thorough when explaining the following:
- Current need
 - Assurance of continued support and maintenance
 - Additional supporting information
- 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. Usually, each "whereas" is a thought or fact.
- Step 5** **FILL IN THE COVER LETTER COMPLETELY.**
The attached form must be used.
This is to make sure you remember to get all the necessary signatures and names.

A GRANT PROPOSAL has three important elements:

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

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.

Sample Resolution for Mission Grant Proposal

Trinity Evangelical Lutheran Milwaukee Restoration, \$25,000

Whereas Trinity Evangelical Lutheran Church in downtown Milwaukee, built in 1878, and designated as a State Historical Site in 1947, was extensively damaged by fire on May 15, 2018: and

Whereas Insurance funds covered 67% of the total costs needed for reconstruction, and uncovered costs need to come from other sources: and

Whereas Trinity Evangelical Lutheran Church serves many faithful members and wide field of ethnic groups, students, and the unchurched; therefore be it

Resolved That the LWML-SWD in convention provide a grant of \$25,000 to cover continuing costs of furnishing the sacristy

**LWML SOUTH WISCONSIN DISTRICT
MISSION GRANT PROPOSAL
COVER LETTER**

(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 Group _____ LWML SWD Zone

_____ LCMS International Missions _____ LCMS National Missions _____ SWD LCMS Mission Exec.

How is the recipient affiliated with the LCMS? _____

Submitter's name: _____

Street address: _____

City: _____ State: _____ ZIP _____

Phone: (____) _____ Email: _____

I, _____, acknowledge that I have read and understand the details outlined in this grant proposal. I confirm that all the information provided is accurate and complete to the best of my knowledge. I understand that I am signing this document and am responsible for answering any basic questions or providing additional information related to the proposal if requested.

Submitter's Signature: _____

Signature of SWD LCMS Pastor, other than submitter:

Printed or Typed Name of SWD LCMS Pastor _____

Project Administrator: _____

Street address: _____

City: _____ State: _____ ZIP _____

Phone: (____) _____ Email: _____ Web page: _____

Funds will be sent to: _____

Street address: _____

City: _____ State: _____ ZIP _____

Phone: (____) _____ Email: _____

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, 2025.** 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:

Please fill in completely; type or print. Attach additional pages if needed.

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:

Judy Gitzlaff

Vice President of Special Focus Ministries and Mission Grants

335 Wakefield Downs

Wales, WI 53183

262-370-8665

vpspecialfocusministries@lwml-swd.org

PROPOSALS MUST BE POSTMARKED BY OCTOBER 31, 2025 .

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 (of even numbered years) as to whether or not your proposal will appear on the ballot at our LWML SWD convention in June (of that same year). After the convention, you will be notified whether or not your proposal has been voted to receive funding.

Checklist 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? ☐