

LWML IOWA EAST DISTRICT MISSION GRANT GUIDELINES

Grants must have a mission focus that is LCMS supported. Without this emphasis, the proposal will not be considered by the Mission Grants Committee

Proposals should be condensed to no more than 1/2 page. Supporting documents explaining the grant proposal can be as detailed as necessary. The proposal should be written succinctly and to the point.

A sponsor from the district must sign grants. This can take place after the grant proposal is submitted, as the LWML IED President can do this. **Grants submitted by Lutheran Missions (St. Louis), student aid and seminary grants do not need this signature.**

Grant amounts for seminary students and student aid scholarships will be set at the discretion of the Grants Committee, with LWML district approval.

Grant proposals will be reviewed by the Grants Committee, including the LWML IED President and Vice-President of Gospel Outreach, before the November district board meeting. The President of Iowa District East will also review and sign the grants before they are presented to the LWML IED board. Following approval at the November board meeting, the grant proposals will be voted upon at the LWML IED convention.

Proposals should be written referencing groups or organizations (not specific persons) that will benefit from the grant monies. Sponsors will be expected to sign the proposal.

**SUBMIT 6 COPIES FOR THE GRANT PROPOSAL BEFORE
OCTOBER 1, 2011**

HOW TO WRITE A PROPOSAL

A proposal has several parts --- the goals, needs (*each listed separately*), summary of purpose, and the resolution.

EXAMPLE:

WHEREAS, The Great Commission of our Lord and Savior, Jesus Christ, commands us to reach out to all at home and abroad (**goal**); and

WHEREAS, professional church workers are necessary to the church to carry out this command (**need**); and

WHEREAS, the dormitory facilities at _____(place)_____ are badly in need of remodeling (**need**); and

WHEREAS, the _____(name)_____ board is aware of this need and voted approval but are unable to fully finance the cost (**summary**); therefore, be it

RESOLVED that the Iowa East District Lutheran Women's Missionary League adopt as one of its mission grants for the 2012-2014 biennium the sum of \$_____ to enable this building program to begin.

Signed by individual, Society President
or Zone President

Approved by and signed by home
Pastor or LCMS Mission member

Please include address and phone numbers.

SEND TO: Mail six (6) copies, along with the required "Directory of Grant Personnel" form to the VP for Gospel Outreach before OCTOBER 1, 2011.

IF YOU HAVE FURTHER QUESTIONS: Call or email the VP for Gospel Outreach...

Sharon Andresen
4923 Brookview Court
Bettendorf, IA 52722
PH: 563.349.7805
EMAIL: IMSApilot@hotmail.com

DIRECTORY OF GRANT PERSONNEL

NAME OF PROPOSED GRANT _____
AMOUNT REQUESTED _____

SUBMITTED BY: LWML Member _____ LWML Society _____, LWML Zone _____,
LWML District _____, Synod Board _____ (CHECK ONE ONLY)

NAME OF SUBMITTER _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ CONGREGATION _____
EMAIL _____
SIGNATURE _____

LWML DISTRICT PRESIDENT _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ EMAIL _____
SIGNATURE _____

SYNODICAL DISTRICT PRESIDENT _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ EMAIL _____
SIGNATURE _____

GRANT ADMINISTRATOR _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____
EMAIL _____

FUNDS TO BE SENT TO _____
STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____
EMAIL _____

IOWA EAST DISTRICT LWML

A Question and Answer Guide to Submitting a District Grant Proposal

WHO MAY SUBMIT A GRANT PROPOSAL?

Any individual LWML member, society, zone or district; and any national synodical board of the LCMS may submit a grant proposal.

WHERE WILL I GET IDEAS FOR A MISSION GRANT?

Correspondence with missionaries

Study community needs and related programs for special opportunities to help others find their Savior

Search out educational needs in the LCMS school system

Contact the Mission Grant Chairman for the LWML District

ONCE I HAVE AN IDEA, WHAT DO I DO?

Research the project thoroughly, asking these questions...

Does it fall within the criteria for LMVWL mission grants?

Is it mission in emphasis... Does it extend the ministry of the Word?

Does it fit into the plans and projections of the LCMS?

Is it current and ready for implementation... Is it well documented?

Does the grant have the approval of its governing body?

Contact people involved. Ask questions such as...

Are there other funding sources? If this is partial funding, who will fund the remainder of the project (break down into amounts and percentages)?

Who will be the contact person if the grant is adopted?

Who or which agency will implement, administer the funds, conduct the follow-up? Include all contact information (mailing address, email, phone, fax) of each person or agency.

Is there a budget of the proposed program?

What are the salary, scholarship (etc.) amounts?

How many people will benefit from this grant?

NOW THAT I HAVE THE INFORMATION, HOW DO I PREPARE A PROPOSAL?

Your grant proposal should contain **six copies of each of...**

The information paper... should be detailed and include all of the pertinent information you have gathered and any other information you think is important

The proposed resolution... should be concise and specific as to amount of money and for what purpose.

WHAT HAPPENS NEXT?

The proposal is prepared for presentation to the members of the Mission Grants Committee in the fall. The proposals are reviewed according to the guidelines. They are then presented to the Iowa East District LWML Board for consideration and approval. From there, they are presented to the Iowa District East Synodical Board for approval.

All project recipients are notified when their proposal is placed on the ballot and after the convention to indicate acceptance or denial. The process for requesting payment of funds is outlined at that time.

WHAT ELSE CAN I DO?

Support all of the grants with prayers and Mite offerings! Keep informed about specific needs in the world that the Lord has put before us. Rejoice that we have such great opportunities for service in the LWML. Continue to **SERVE THE LORD WITH GLADNESS!**