Your Guide to Submitting a District Grant Proposal
North Dakota District • 2016-2018

The District of North Dakota LWML presents Mission Grants to worthy projects selected by the members of the ND LWML at their biennial conventions.

Who may submit a proposal?
Any individual LWML member, a society, zone, or a district synodical board.

Where will I get my ideas for a mission grant?
• Corrrespond with missionaries
• Search out educational needs in the LCMS school system
• Study the special ministry programs in your community, to the underprivileged, aged, retarded, families, rehabilitation programs, etc.
• Get involved as a volunteer and the ideas will just come!

Once I have an idea for a mission grant, what do I do about it?
• Research the project thoroughly.
• Does it fall within the framework of the criteria for LWML mission grants?
  LWML Mission Grant Criteria are:
  * Must be mission in emphasis - extending the ministry of the Word
  * Must fit into the plans and projections of the LCMS
  * Must be current and ready for implementation within the next two years
  * Must be well-documented (must be able to answer all questions on Proposal Form)
• Speak or write to the people involved. Ask such questions as:
  1. Are there other funding sources? If this is a partial funding, who will fund the remainder?
     Will continued support be assured after the District LWML monies from this grant are expended?
  2. Who will be the contact person if the project is adopted?
  3. Will this person implement, administer the funds and conduct the follow-up? If not, who will?
  4. How many people will benefit from this project?
  5. Is there continued maintenance and support once the project has begun?
• Know the deadlines for submission! The bylaws state that proposals must be submitted to the VP of Mission Grants at least six months prior to the District Convention. Therefore all proposals for the 2018 Convention must be sent to Bonnie Krenz by October 1, 2017.

Now that I have the information, how do I prepare a proposal?
Your grant proposal should have two parts:
  1. The Mission Grant Proposal Form.
  2. The Resolution. (Make 6 copies of each part!)
The Mission Grant Proposal Form must be filled out completely. If you have any questions, just call your VP of Mission Grants or one of the committee members and they will be happy to help. Detailed information needed:
  • Cost of land, facilities, construction, equipment, etc.
  • Complete budget for proposed program.
  • Amount of salaries, scholarships, etc.
  • If partial funding, source of remaining funds.
  • Who is responsible for implementing project, administering funds, continuing maintenance and support.
  • How the use of funds and this project fit into the projections of LCMS

The Resolution should be concise and specific. It must include project goals (Bible based), rationale and needs, purpose for which funds will be used, and amount needed. This resolution is what will be presented to the voting assembly if the proposal is accepted on the basis of the above criteria. This is
not difficult! You can do it! (Don’t let the “whereas” and “therefore be it resolved” bother you – just add them to the sentences. Here are some hints for writing a grant proposal:

- Start with a purpose/goal statement. (Make it Bible-based.)

(Example)

WHEREAS, Our Lord Jesus has instructed parents to bring up their children in the way of the Lord and has asked that the little children be brought unto Him, and

- State the rationale and needs,

(Example)

WHEREAS, JC Christian School is a necessary mission field in a new neighborhood, and has already drawn new members to the LCMS church, and

WHEREAS, Bible based materials vastly expand the Christian knowledge of our children, and

WHEREAS, Up-to-date video equipment enhances learning capabilities

- Summarize,

(Example)

THEREFORE BE IT RESOLVED, that the ND District Lutheran Women’s Missionary League in convention in Bottineau, ND on June 23-25, 2006, grant $5,000 for the purchase of audio-visual equipment and new Bible based textbooks to the JC Christian School.

Now, what do I do?

Mail the 6 copies of the Grant Proposal Form, 6 copies of the Resolution, and photos to the VP of Mission Grants. She MUST receive them by: October 1, 2017.

Bonnie Krenz
9920 Main St
Binford, ND 58416 Questions?.... (701) 767-2173 or Email: missiongrants@ndlwml.org

What happens when she receives it?

- Your proposal is dated and checked to make sure that all the necessary information is included and LWML guidelines have been followed.
- It is prepared for presentation to the Mission Grants Committee.
- The Mission Grants Committee, guided by prayer and the District criteria, selects the proposals to bring to Board of Directors (BOD) for approval along with a suggested Mission Grant goal (dollar amount).
- If approved by the LWML ND BOD, the proposal will be placed on the ballot of the convention.
- All Grant Proposal recipients are notified if/when their project is placed on the ballot and again immediately after the convention to indicate if the project has been accepted or rejected.

Anything Else?

YES! SUPPORT ALL THE GRANTS WITH YOUR PRAYERS AND YOUR MITES. Maintain enthusiastic communication with your fellow LWML members, your whole church body, and your Lord. Rejoice that we have such great opportunities for service in the LWML and continue to:

SERVE THE LORD WITH GLADNESS!
LWML NORTH DAKOTA DISTRICT MISSION GRANT PROPOSALS

Mission grant proposals shall be submitted in resolution form to the Vice President of Mission Grants at least six (6) months prior to the District convention. Proposals may be submitted by LWML members, societies, units, zones and LCMS Boards. (Bylaws Article XV, Section1)

Ministries seeking funding should:

- be mission in emphasis, extending the ministry of the Word;
- fit into the plans and projections of the LCMS;
- be current and ready for implementation;
- be on-going in nature, continuing after the grant money has been expended.

WRITING THE PROPOSAL

Prepare the cover sheet of your mission grant proposal, including the following items:

- Name of grant or mission project
- Location of project
- Amount requested
- Name and address of person submitting proposal
- Name and address information of the person within the project to whom the funds will be sent.

Prepare a separate detailed information paper (single-sided, single-spaced, maximum length 2 pages) about the ministry. The information should include:

- Project goal
- Needs
- Purpose for which funds will be used
- Tentative date funds will be used
- Budget and cost information
- Are there similar existing programs in your area? What? Where?
- How does your program differ, broaden or support?
- Staff description: Who? How many? Qualifications?
- Long term maintenance & sustainability
- Additional reasons you feel this project is important
- Other comments or information.

Prepare a proposal in resolution form. Be concise and specific. Start with a purpose/goal statement. Include ministry needs, amount of funds requested and purpose for which the money will be used.
WHEREAS, Christ in His Holy Word has instructed parents to bring up their children in the way of the Lord and has asked that little children be brought to Him; and

WHEREAS, JC Christian School is a necessary mission field in a new neighborhood and has already drawn new members to the LCMS church; and

WHEREAS, Bible-based materials vastly expand the Christian knowledge of our children; and

WHEREAS, up-to-date video equipment enhances learning capabilities;

THEREFORE BE IT RESOLVED, that the Lutheran Women’s Missionary League ND District in convention in Wahpeton, ND in June 2014 grant $5,000 to JC Christian School for the purchase of audio-visual equipment and new Bible-based textbooks.

Prepare 2-4 photos to be included with the proposal, either on a CD or to be sent electronically.
  • Choose pictures that best illustrate your grant and communicate your mission.
  • Write a short description for each photo.

The grant proposal must be submitted by October 1, 2017 to the Vice President of Mission Grants either as an email attachment with photos to: missiongrants@ndlwml.org OR 6 (six) copies and a CD of photos mailed to: Bonnie Krenz 9920 Main St. Binford, ND 58416
After recommendation by the Mission Grants Committee, approval for ballot by the LWML ND Board of Directors and vote by the delegates in convention in June 2018, you will be contacted by July 1, 2018 as to whether or not your mission project has been chosen for funding.
God bless you as you continue in His Word & work!

Thank you for submitting this proposal and please continue to support all of the mission projects with your prayers and your mites.
LWML NORTH DAKOTA DISTRICT GRANT PROPOSAL

Name of grant/project: ________________________________

Location of grant: ________________________________

LCMS? Yes or No -or- Recognized Service Organization (RSO)? Yes or No

Amount requested: $__________

Name of LWML member/unit/society/ zone/LCMS Board submitting project for grant:

Name: ______________________________

Address: ______________________________________________________

Phone: ______________________ Email: ____________________________

Name of contact person within the project: __________________________

Address: ______________________________________________________

Phone: ______________________ Email: ____________________________

If your project is selected, to whom should the check(s) be issued? ____________________

To whom should the check be sent?

Name: ______________________________

Address: ______________________________________________________