

Your Guide to Submitting a District Grant Proposal

North Dakota District • 2018-2020

LWML NORTH DAKOTA DISTRICT MISSION GRANT PROPOSALS

Mission grant proposals shall be submitted in resolution form to the Vice President of Mission Grants by September 30 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

STEPS TO FOLLOW

- 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?
 2. Will continued support be assured after the District LWML monies from this grant are expended?
 3. Who will be the contact person if the project is adopted?
 4. Will this person implement, administer the funds and conduct the follow-up? If not, who will?
 5. How many people will benefit from this project?
 6. Is there continued maintenance and support once the project has begun

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.

(Example)

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 2020 grant \$5,000 to JC Christian School for the purchase of audio-visual equipment and new Bible-based textbooks.

Prepare 5-8 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 **September 30, 2019** 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 2020**, you will be contacted by **July 1, 2020** 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: _____