

GENERAL GUIDELINES

SUBMITTING MISSION GRANT PROPOSALS FOR BALLOT

WHO MAY SUBMIT A GRANT PROPOSAL

1. Individual LWML members
2. LWML Societies
3. LWML Zones
4. District and Synodical boards

CRITERIA FOR MISSION GRANTS

1. Be “mission” in emphasis, extending the ministry of the Word.
2. Fit into plans and projections of the Florida-Georgia District Lutheran Church Missouri Synod.
3. Be limited to projects where no adequate funding has been provided for in District or Synodical budgets.
4. Be current and ready for implementation.
5. Be well documented.

IDEAS FOR MISSION GRANTS

1. Agencies, organizations and programs that help LWML members to serve, to grow and to spread God’s word.
2. Special ministries that meet specific needs of the under-privileged, aged, mentally challenged families, youth, etc.
3. Educational institutions of the Lutheran Church-Missouri Synod, such as seminaries, schools, etc.
4. Facilities that serve as an instrument in extending the Kingdom of God, such as day care facilities, preschools etc.
5. “LCMS World Mission Project/Opportunities” (available from the LC-MS Board for Mission Services) and the International LWML Projects Bank provide a list of projects which have appropriate approvals and are ready for funding.

RESEARCHING MISSION GRANT PROPOSAL

1. Study requirements in District Bylaws. Additional information is available by ordering the Mission Projects Handbook from the LWML Catalog.
2. Contact the person in charge of the agency, organization, program, etc that you propose to help and get their input.
3. Get written approval from contact person.
4. Gather necessary facts and assemble supportive materials to submit with the Mission Grant Proposal.

SUBMITTING MISSION GRANT PROPOSAL

1. Complete the LWML Mission Grant Information Form
2. The Proposal itself must be written in **resolution** form. A sample is available in the Mission Project Handbook.
3. LWML Mission Grant Information Form must be signed by person submitting proposal and by either local pastor or Zone counselor.
4. Resolution should be concise and specific, accurate, complete and current information and should include the following:
 - A. Project Goal
 - B. Needs-both spiritual and monetary.
 - C. Purpose for which requested funds will be used.
 - D. Dollar amount of funds requested. Maximum for any request is \$10,000.
5. Submit eight (8) hard copies **and send a reformattable Word document by electronic mail** of the LWML Mission Grant Information Form and proposed **resolution** to the LWML VP for Mission Grants of the Florida-Georgia District by March 15th of even numbered year for which the proposal is being submitted. This date will be strictly observed and any incomplete Mission Grant proposals will not be considered. Mission Grant Proposals must include ten to twelve (10-12) clear photographs; **these pictures must be sent by electronic mail in the JPEG format**, with detailed explanations to be used for convention presentations. To be sent with the Information Form and Resolution by March 15th of even numbered years.

PROCESSING PROCEDURES

1. Mission Grant VP sends the completed file of grant proposals to the Executive Director for Outreach of the Florida-Georgia District Lutheran Church-Missouri Synod for his evaluation and approval to assure that the grant proposals are truly mission in character and merit the consideration of the Florida-Georgia District LWML.
2. The Mission Grant Committee investigates and evaluates each Mission Grant proposal presented for consideration and selects those grants to be considered for placement on the ballot.
3. VP for Mission Grants submits selected grant proposals to the Florida-Georgia Executive committee for review and approval.
4. Proposed Mission Grants in their resolution form, once approved by the Executive Committee, are then sent to the Vice President for Communications for inclusion in the Convention Manual.
5. VP for Mission Grants submits the list of approved Mission Grants to the parliamentarian.

FINAL PROCEDURES

1. Following District Convention, all individuals who submitted Mission Grant Proposals will be contacted and advised of the status of their Mission Grant.
2. Those whose Mission Grants were selected will be sent instructions on how to request funds and their future reporting responsibilities.

LUTHERAN WOMEN'S MISSIONARY LEAGUE
MISSION GRANT INFORMATION FORM

1. NAME OF MISSION GRANT: _____

2. FUNDS REQUESTED (Maximum \$10,000.): _____

3. ATTACHMENT #1 – RESOLUTION

Prepare proposal in Resolution form on a separate paper and attach to this form.

4. ATTACHMENT #2 – DESCRIPTION

Attach a description of proposed project, along with any other information helpful for evaluating the project.

5. PROJECT ADMINISTRATOR: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ **E-Mail** _____

6. FUNDS TO BE SENT TO: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ **E-Mail** _____

7. SUBMITTED BY: _____

(NAME OF INDIVIDUAL, SOCIETY, ZONE, BOARD, ETC.)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ **E-Mail** _____

8. REQUIRED SIGNATURES:

PRINT NAME OF INDIVIDUAL SUBMITTING PROPOSAL

SIGNATURE

PRINT NAME OF LOCAL PASTOR OR COUNSELOR

SIGNATURE

9. MAIL EIGHT (8) COPIES and **E-MAIL**– ALL PAGES TO: VICE PRESIDENT FOR MISSION GRANTS

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