

**Lutheran Women's Missionary League
Michigan District - Lutheran Women in Mission**

**Guidelines for Submitting
Michigan District LWML Grant Proposals for 2012**

I. Submitting a Grant Proposal

- A. LWML members, societies, zones, circuit mission councils, and synod boards and Recognized Service Organizations (RSO) of LCMS may submit mission grant proposals.
 - 1. Proposals for grants outside of the Michigan District must be endorsed and approved by the president of the synodical district in which the project is located.
 - 2. Proposals for grants outside the United States must be endorsed and approved by the president of the partner church in the country in which the project is located.
- B. Proposals must be submitted to the Vice President for Mission Outreach of the Michigan District LWML
 - 1. A total of nine (9) copies of both the proposal and the supporting documentation must be submitted.

[Failure to send nine (9) copies will result in the proposal being sent back to you to comply. If you waited until the deadline and have failed to do this you run the risk of not having your proposal included for consideration. The work of copying the Grant Proposal sheets is left to the submitter to save the District expense.]
 - 2. The grant proposal must be submitted – postmarked -- by October 31 of the odd-numbered years.

II. Grant Criteria

Grant must:

- A. Not exceed request for \$25,000;
- B. Be mission in emphasis - extending the ministry of the Word;
- C. Fit into the plans and projections of the Michigan District of the Lutheran Church – Missouri Synod (*if to be implemented within said district*);
- D. Be consistent with the doctrine and tenets of the Lutheran Church – Missouri Synod; *[Since the LWML is one of the two official auxiliaries of the LCMS, we have this premise as part of our by-laws which we must follow.]*
- E. Be well documented and for specifically defined purposes; *[A break down of how funding will be used is a good explanation of needs.]*
- F. Be current and ready for implementation.

[Since you are asked not to request the funds until you actually have need of them it is important that your ministry be ready to implement the project within the biennium.]

 - 1. Funding must be disbursed within the biennium in which the mission project was selected or be returned to the Michigan District LWML treasury.

2. Upon the recommendation of the Executive Committee, the MI District LWML Board may extend the time for an additional biennium in case of extenuating circumstances.
- G. Have approval of the LCMS District President or partner church in which the proposal grant recipient is located unless said proposal is submitted by an LCMS synod board.

III. **Preparing the Proposal**

- A. The resolution must:
1. Be concise and specific.
 2. Clearly state the need and purpose, using the Sample Resolution format you will find in this packet of information. *[See specific language that is REQUIRED as part of your RESOLVED line.]*
 3. Give a basic financial statement of:
 - a) Amount of funds requested.
 - b) Uses for which funds are intended.
 - c) Source of additional funding, if applicable.
 4. Use the Cover Letter and Grant Personnel Form provided as the cover sheet (first page) for your grant proposal. *[It is important to place this at the front of your proposal. It gives us quick access to what is being requested, from whom, the amount of the request, and who sent it.]*
- B. The Information Paper (separate from Resolution) must:
1. Be no more than eight (8) pages in length. *[This # is in addition to those 2 necessary pages consisting of the cover page and the resolution page. Pictures are not a part of this page count.]*
 2. Give details about the grant with substantiating background information. *[These are things such as pictures, letters from Pastors who help with the ministry, the number of lives this ministry touches, and the potential for greater ministry.]*
 3. Include a letter or letters of support from persons having special knowledge of the grant.
 4. Give assurance of continued support and maintenance. *[The MI District LWML must be assured that we are not perceived as the sole, indefinite support of the ministry for which the funds are being requested.]*

IV. **Grant Selection**

- A. Grants will be dated upon receipt by the VP of Mission Outreach and reviewed to insure that all the necessary information has been included and that the guidelines have been followed. *[Grant proposals are put on the ballot in the order of which they are received in their completeness.]*
- B. Receipt of all grants will be acknowledged. *[Notice is sent to the submitter of the grant and is done as soon as possible after the grant is received by the VP of Mission Outreach.]*
- C. The Grant Evaluation and Selection Committee composed of the Chairman - Vice President of Mission Outreach, members of the Mission Outreach Committee, namely the Gospel Outreach Coordinator and the Mission Awareness Coordinator, two zone presidents appointed by the LWML District

President, and - in an advisory capacity - the Pastoral Counselors and the President will:

1. Evaluate the proposals; *[This is done using the same guidelines that all of those requesting forms should have used in submitting their proposals.]*
 2. Eliminate those proposals that do not meet the criteria; *[If more than one (1) proposal is submitted by the same ministry, due to the volume of requests for funding, and the established cap for requested funds, this committee will be allowed to choose which of the ministries' proposals will be left for board review and which will be removed from consideration.]*
 3. Submit the selected list of proposals to the President of the Michigan District, Lutheran Church – Missouri Synod for his evaluation and comment; *[The Michigan District President reviews all of these proposals. He has current knowledge of what is happening in the field and ministries of the LCMS so this step in the process is done to determine if there are any potential problems that would jeopardize the implementation of the project. Contact is also made with LCMS World Missions for this same reason.]*
 4. Prepare the slate of mission grant proposals to appear on the convention ballot, upon approval of the Michigan District LWML Board of Directors. *[These will be in the hands of the Board at the March meeting previous to the convention.]*
- D. Contact persons listed on the Cover Page of your proposal will be notified as to whether or not their proposals will be placed on the convention ballot.
- E. Grant administrators listed on the grant's cover page will be notified as to whether or not their grant has been accepted to fund by the convention.
- F. Grant administrators who have had their grant selected will receive information on how funds may be requested for disbursement. It is important that they realize that any special handling charges to get funds to the ministry will be deducted from the amount of the grant.

V. **Contact Person For Mission Grant Information**

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