

Guidelines for Submitting Mission Grant Proposals

Proposals for the LWML Texas District need to be submitted by **November 1** of odd-numbered years. It is strongly recommended you communicate with District VP of Gospel Outreach by October 1.

General Information

Who may submit a mission grant proposal to the LWML Texas District?

- Any LWML member, group, or zone of the Lutheran Women's Missionary League Texas District may submit mission grant proposals.

Criteria for LWML Texas District Mission Grant Proposals

Ministries should:

- Be mission focused. Demonstrate clearly how the mission grant will promote or support the proclamation of the Gospel to all.
- Align with the goals and objectives of the Texas District LCMS.
- Be current and ready for implementation (funds for approved mission grants may not be available immediately).
- Be ongoing in nature, with a plan for continued maintenance after the mission grant moneys have been expended.
- Be well documented.
- Request funding for no more than two years to correspond with the LWML biennium.

Ideas for Mission Proposals

- Agencies, organizations, and programs that help Lutherans to serve, grow, and spread God's Word.
- Special ministries that meet a specific need.
- Educational institutions of the Lutheran church.
- Facilities that serve as an instrument in extending the Kingdom of God.

Researching the Proposals

- Work closely with the person in charge of the agency organization, program, etc. for approval of the mission grant and for added input and insight.
- Gather necessary facts and assemble supportive materials so that the mission grant proposal can be easily evaluated.

Remember

The LWML Texas District Bylaws state in part (Article XVIII, Section 4):

- Requests shall not be made for any mission grants that necessitate a permanent subsidy from the funds.
- Requests shall not be made for any mission grants requiring borrowed funds.
- Requests shall not be made to cover deficits or shortages in the District LCMS treasuries.
- Responsibility of the LWML District ceases after mission grants have been completed.

Submitting the Mission Grant Proposal

1. Complete the *Mission Grant Proposal Form* available from the District Vice President of Gospel Outreach (in *Leader's Manual* and on website).
 - a. Secure signatures of an LWML Texas District member, group, or zone and from submitter's Texas District pastor (member's pastor) or zone's pastoral counselor.
 - b. Choose a name for the mission grant that is brief yet descriptive of its purpose.
2. Complete the *Mission Grant Detailed Information Form* (no more than five pages in length).
3. Prepare the proposal in resolution form (use imperative sentences).
 - a. Refer to samples in the *Leader's Manual* (e.g., *Help in Writing a Mission Grant Proposal* in this section) or a previous convention manual.
 - b. Be concise and specific (up to 150 words).
 - c. Use four (4) or less "WHEREAS" statements.
 - The first "WHEREAS" should contain the purpose or goal that is Bible based.
 - The following "WHEREAS" statements should state the need for the grant.
 - End with the "RESOLVED" which should contain amount of funds requested and purpose of those funds.
 - d. State the ministry needs, amount of funds requested and the purpose for which the funds will be used.
4. Submit at least one letter of recommendation from someone who is familiar with but not employed by the ministry. No one who will be reviewing the proposal can submit a letter.
5. Photographs – photos copied from websites or submitted as a PowerPoint presentation CANNOT be accepted. DO NOT SUBMIT COPYRIGHTED MATERIAL! These photos become the property of the LWML Texas District.
 - a. Eight (8) to ten (10) in high-resolution JPEG format (landscape orientation preferred).
 - b. Post on a photo sharing website (e.g., Dropbox, Shutterfly, Picasa).
 - c. Include descriptive captions for each photo.
 - d. Send an email inviting the Mission Grants Committee Chairman (District Vice President of Gospel Outreach) to access the photos and descriptions.
6. Financial Page — include a balance sheet.
7. Submit one (1) electronic copy to gospeloutreach@lwmltxdist.org. **Wait for confirmation before mailing** nine (9) copies of the *Mission Grant Proposal Form*, the *Mission Grant Detailed Information Form*, the letter(s) of recommendation, balance sheet, and the resolution (photographs need not be mailed) to the Mission Grants Committee Chairman (Vice President of Gospel Outreach) of the LWML Texas District. Deadline: **NOVEMBER 1 of odd-numbered years**. It is strongly recommended you communicate with the VP of Gospel Outreach by October 1.

Processing Procedures

1. After the Chairman of the Mission Grants Committee receives the mission grant proposal package, it is presented to the Texas District LCMS President, the Mission and Ministry Facilitator (MMF) liaison to the Board of Mission Administration of the Texas District LCMS, and the LWML Texas District Pastoral Counselors. Proposals for mission grants outside the Texas District are sent for evaluation to the LCMS Executive Directors, Office of National Mission (proposals within the U.S.) or International Mission (proposals outside the U.S.).
2. After these officials have evaluated the proposal packages that are truly mission in character and merit the consideration of the LWML Texas District and after evaluation and selection by the Mission Grants Committee, the selected mission grants are presented to the delegates in convention for consideration and action.
3. The total dollar amount of proposals submitted on the mission grants ballot should be approximately 1½ times the amount of mission grants adopted in convention in the previous biennium.
4. The total dollar amount of non-district proposals placed on the ballot shall not exceed 25% of the total of mission grant proposals on the ballot.
5. The Mission Grants Committee may call on the President of the Texas District LCMS or MMF liaison to the Board of Mission Administration of the Texas District LCMS or any MMF for information or clarification and may invite him to attend the committee meeting in an advisory capacity.
6. All proposed mission grant recipients are notified if their mission grant proposal is to be placed on the ballot. The Mission Grants Committee reserves the right to edit amounts, resolution statements and mission grant descriptions. All proposed mission grant recipients are given the opportunity to approve the final resolution statements and brief descriptions of proposals for the ballot and convention manual. Scripts for the video may be sent to recipients, if requested and time allows. The Mission Grants Committee will prepare prayers for use on the website following selection at convention.
7. Proposed mission grants will be placed on the ballot in the order the complete mission grant proposal packages (all requested information including the electronic submission and photos) were received.
8. Those on the ballot will be contacted, following the convention, advising them if they were or were not selected.
9. The contact person listed for all adopted mission grants will receive a *Disbursement Information Memorandum* form to be completed and returned to the Vice President of Gospel Outreach. They are encouraged to request payments in increments determined by need.