

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 people to serve, grow, and spread God's Word.
- Special ministries that meet a specific need.
- Educational institutions of the LCMS or partner 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. Financial Page – include a balance sheet.
6. 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) high-resolution JPEG format (landscape orientation preferred).
 - b. Share photos and captions on Dropbox or Google Photos.
 - 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.
7. Submit one (1) electronic copy of the *Mission Grant Proposal Form*, the *Mission Grant Detailed Information Form*, the Resolution, letter(s) of recommendation, and balance sheet to the LWML Texas District Vice President of Gospel Outreach at gospeloutreach@lwmltxdist.org. Upon confirmation of required documents, a mailing address will be provided where to submit seven (7) printed and collated copies with no staples or folders, postmarked by **November 1, 2025** (photos and descriptions are not mailed). It is highly recommended that you communicate with the VP of Gospel Outreach by October 1.