



*Insert date*

Dear North Wisconsin District LWML Member,

The North Wisconsin District of the Lutheran Women's Missionary League will hold its District Convention in \_\_\_\_\_[[location and date of Convention]. \_\_\_\_\_ One of the highlights of the convention is the selections of Mission Grants for the next biennium which are funded by our Mite offerings.

This letter is an appeal asking you to submit a Mission Grant proposal for consideration at this convention. Grant proposals may be submitted by an LWML member, society, unit, zone, and/or the LCMS District Board of Directors. Each of you is important in the work of the Lord and your input into our grant proposals is vital for a strong Mission Grant ballot at our convention.

To assist you researching and formulating a resolution, I am including a 'Question and Answer Guide to Submitting a Grant Proposal'.

The LWML is an auxiliary of The Lutheran Church-Missouri Synod. The mission programs and needs, especially those of our North Wisconsin District, should have primary consideration.

**Send eight (8) copies** of the resolution along with **eight (8) copies of the cover page** to the Mission Grants Director by September 1. No grant proposals will be considered after that date. Please contact me, the NWD Mission Grants Director, if you have any further questions.

Serving the Lord with Gladness,

Deborah Young  
Mission Grants Director  
North Wisconsin District LWML  
515 LaPlant St., Green Bay, WI 54302  
[debyoung90@gmail.com](mailto:debyoung90@gmail.com)

Name of Mission Grant: \_\_\_\_\_  
\_\_\_\_\_

Amount Requested \_\_\_\_\_

Submitted by: LWML Member \_\_\_\_\_ LWML Society \_\_\_\_\_ LWML Zone \_\_\_\_\_  
LWML unit \_\_\_\_\_ Other \_\_\_\_\_

Name of CONTACT PERSON: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Congregation \_\_\_\_\_

Name of PROJECT ADMINISTRATOR: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

FUNDS will be sent to: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

The LWML Mission Grants Committee will submit all grant proposals for endorsement by the LCMS Mission Board in the District where the project will occur. International projects will be submitted to the LCMS Board of Mission Services for endorsement.

Now that I have the information, How do I prepare a proposal?

Your proposal will need these pieces:

1. The Cover page for Mission Grant Proposals
2. The Resolution
3. Photos that are representative of the grant and that can be used in the PowerPoint presentation at convention. Six (6) to eight (8) photos are needed; please **email** photos.

### **THE COVER PAGE**

The cover page should be detailed and include the information you gathered following the guidelines from the first page. All of the contact information you provide is needed to administer the grant successfully – be very complete!

### **THE RESOLUTION**

The resolution should be concise and specific, including grant goals, needs, amount of money needed and the purpose for which the funds will be used.

### **SAMPLE RESOLUTION**

*WHEREAS, in 1 Timothy 2:4, we are told that God our Savior ‘wants all men to be saved and come to the knowledge of the truth;’ and:’*

*WHEREAS, the Lord has opened the doors at \_\_\_\_\_ Lutheran Church, \_\_\_\_\_ for the good news of salvation to be preached to the Hispanic community; and*

*WHEREAS, the members are experiencing some difficulty in attending services, church functions and activities as they live a distance from the church; and their economic status prohibits them from purchasing card; and*

*WHEREAS, the use of a van would greatly encourage attendance among the people in the mission who are spread out in different neighborhoods throughout the county,*

*therefore be it*

*RESOLVED. That the Lutheran Women’s Missionary League assembled in convention, \_\_\_\_\_ (date and location of convention \_\_\_\_\_, grant the sum of \_\_\_\_\_ (amount of funds requested) \_\_\_\_\_ to \_\_\_\_\_ Lutheran Church in \_\_\_\_\_ (location) \_\_\_\_\_ to aid in the purchase of a van so many people may have the opportunity to hear the Word of God.*

*Submitted by:*

*Name of Church*

*Name of society and zone*

*Address*

*Name of society president*

For further examples of resolutions, refer to past convention manuals.

## A QUESTION AND ANSWER GUIDE TO SUBMITTING

### A DISTRICT MISSION GRANT PROPOSAL – NORTH WISCONSIN DISTRICT

#### WHO MAY SUBMIT A GRANT PROPOSAL?

Individual LWML members, societies, units, zones, LCMS World Mission and/or a recognized service organization of the LCMS.

#### WHERE CAN I GET IDEAS FOR A MISSION GRANT PROPOSAL?

- Pray for the Lord’s guidance.
- Ask your pastor.
- Study the programs in your district, zone, congregation.
- Read District and LCMS publications.
- Learn about special ministries to the underprivileged, aged, handicapped, or rehabilitation programs.
- Contact the NWD-LCMS office for suggestions.
- Search the educational needs in LCMS schools and preschools.
- You can submit grant proposals that have been on ballots of previous conventions but were not adopted.
- Look at past convention manuals for ideas.

#### ONCE I HAVE AN IDEA FOR A MISSION PROPOSAL, WHAT DO I DO?

1. Research the grant proposal by asking these questions:
  - Does it fall within the framework of LWML Mission Grants criteria?
  - Does it fit into the plans and projects of the LCMS and the NWD LCMS?
  - Is it Mission in emphasis – does it extend the ministry of the Word?
  - How does this reach the unchurched for Christ?
  - Is it ready for implementation?
  - Is it well documented?
2. Contact the people involved and ask questions:
  - Are there any other funding sources?
  - If this is a partial funding, who will fund the remainder?

#### NOW WHAT DO I DO?

Send eight (8) copies of the cover page and eight (8) copies of the Resolution to the NWD Mission Grants Director on or before September 1, \_\_\_\_\_. Please email six to eight (6-8) photos to the Mission Grants Director.

Name and address of Mission Grants Director (*see Mission Tidings*)

Phone and e-mail (*see Mission Tidings*)

#### **WHAT HAPPENS TO MY GRANT PROPOSAL WHEN SHE RECEIVES IT?**

- It is dated and checked to make sure that all the necessary information is included and that the LWML guidelines have been followed.
- After preliminary study by the NWD LWML Mission Grants Committee, proposals are submitted to the appropriate LCMS Mission Board for endorsement.
- After the grant proposal receives the necessary endorsement(s), the NWD LWML Mission Grants Committee will meet to review each grant proposal. A list of grant proposals is selected to be placed on the convention ballot.
- This proposed ballot is submitted to the NWD LWML Board of Directors for approval at its February Board meeting.
- Contact persons for every grant proposal are notified when the grant is placed on the ballot, and again immediately after the convention to indicate if the grant has been selected or denied. Grants will be paid as funds become available.

#### **IF I STILL HAVE QUESTIONS, WHAT DO I DO?**

- Contact the District Mission Grants Director. Mission grants are an outreach program of LWML.

The first question we as LWML members should ask is: How does this project reach the unchurched for Christ? The fields are ready for harvest. It is our responsibility to, by faith, answer the call and select the grants that we support. What a responsibility God has entrusted to us!

LWML is an auxiliary of The Lutheran Church-Missouri Synod. Its mission programs, especially those of our North Wisconsin District should have primary consideration.

**Remember to support grants with your prayers and mites.**

**Serve the Lord with Gladness!**

