**GUIDELINES AND PROCEDURES FOR MISSION GRANT APPLICATIONS**

**LWML INDIANA DISTRICT**

**2024-2026**

**Who may submit a proposal?**

Mission Grant proposals may be submitted by any individual LWML IN District member, society, zone, or national LWML VP of Gospel Outreach, LCMS Synodical District or Synodical Board.

**Criteria**

1. The project should **reach out to the un-churched with the message of the Gospel**.

2. The project should be **in agreement with the mission focus of the LCMS**, and be affiliated with an LCMS RSO **OR** other LCMS entity (i.e., congregation, mission society, school or university).

3. The project must be **current and ready for implementation** within the biennium following the convention.

4. The project must be within the Indiana District or it must have a **connection to the Indiana District,** such as a LCMS missionary or LWML Indiana District congregation.

5. Requests for grants **shall not exceed $12,000.00**

6. Grants submitted for overseas ministries will be subjected to the following approval process:

Vice President- Missions/ Mission Grants Committee

LWML IN District President

Executive Committee

IN District LCMS President and Mission Grants Counselor

LCMS Chief Mission Officer

7. Funds for overseas ministers must be processed through an LCMS Indiana district congregation or LCMS entity.

**Possible Grant Recipients**

1. Groups within the LCMS or Pan-Lutheran (charities sponsored in cooperation with other Lutheran bodies) who assist the abused, the aged, the developmentally challenged, the unborn, the homeless, etc. and whose purpose includes reaching out with the hope of the Gospel.

2. Mission congregations or congregations who are reaching out to ethnic groups.

3. Educational institutions such as Christian day schools, colleges or universities with LCMS chaplains, seminaries, vacation Bible schools, and Sunday schools who are reaching out to the un-churched.

**Grant Categories**

There are two kinds of grants offered by the LWML Indiana District. They will appear on separate ballots.

**Small Grant:** ***$5000 and under***. At least twenty-five percent (25%) of our mission grant funds is reserved for small grants.

**Large Grant: *$5001 to $12,000*** Seventy-five percent (75%) of our mission grant funds is reserved for large grants.

In the event that there are not enough proposals to fulfill the percentages, the remainder of the funds set aside for mission grants will be dispersed in the other category.

**Procedures**

1. Fill out the following papers using separate sheets of paper:
* **The Directory of Grant Personnel** – fill out all of the blanks on the form.
* **The Grant Application** – be sure to answer **all** the questions accurately. This may be typed on a separate document.
* **The Resolution** -- should be concise and specific to your request. You may also look at resolutions presented in previous district convention manuals. Be sure you have acquired all the necessary signatures. (See sample of resolution)
* **The Letter referred to in #4** if applicable.
1. Prepare and submit eight (8) copies of each page listed in #1. The signed original will be used for the display; the copies are needed for Mission Grants committee members, the LWML Indiana District president and LCMS IN District Outreach Counselor.
2. Submit six (6) high-quality color digital photographs (jpg format) via email **(irislwml@gmail.com**). The photographs should include people, not objects only.
3. If sponsoring a project for a person or group with which you are not directly affiliated, contact the proposed recipient of the grant and request a letter with a brief description of the project to be included with the application.
4. Any project taking place outside the boundaries of the IN district should be submitted through the LCMS IN District and approved by the District Outreach Counselor.
5. **All of the above data must be submitted by January 15, 2024.**
6. **Mail all copies to the Vice President of Missions: Iris Wittman, 10601 N County Road 1200 E**

**Evanston, IN 47531.**

**The Mission Grant Application Process**

1. Once the Mission Grant Application has been received, it is dated and checked for compliance with the guidelines.

2. The Vice President of Missions acknowledges via email that the application has been received. The contact person on the directory of grant personnel will be notified in all grant proposal communications.

3. After the grant proposal deadline, the Mission Grant Committee, LCMS IN District Outreach Counselor, meet to choose the grant proposals that will appear on the ballot at the LWML IN District Convention.

4. The list of proposals is then presented to the Executive Committee and to the Board of Directors for approval.

5. All submitters are notified concerning acceptance for the ballot.

6. A multi-media presentation is created using the photos and information submitted by all approved proposals.

7. The convention delegates vote for the Mission Grant Proposals.

8. All submitters are notified after the convention as to whether or not the project will receive funding.

**If your grant proposal is selected**

1. The contact person named on the request is the person who will be contacted. It is his/her responsibility to request the funds, supply receipts and fill out the interim report form.

2. Funds will not automatically be sent. When the project is to be carried out, please request funds from the Vice President of Missions. She in turn will complete the voucher which the president must sign and then send to the treasurer. The check will either be mailed or presented in person.

3. Funds may be requested after August 1 of the convention year (2024) and before March 15 of the next even numbered year (2026).

4. In the event of circumstances (beyond anyone’s control) which make it impossible for your mission project to use the funds in the time requested, a request for extension of time to use the money may be requested.   Upon receipt of such a request, a review and evaluation will be done by the LWML Indiana District’s EC board.  Upon their review of your request, the LWML Indiana District’s EC board will either approve or decline the request.  Their judgement will be conveyed to you by the Vice President for Mission Grants.

**All correspondence should include the name of the proposal, the contact person, a phone number, email address and the date of the correspondence.**

**If there are any further questions you may contact the VP-Missions**

Iris Wittman

10601 N County Road 1200 E

Evanston, IN 47531

812-549-8276

irislwml@gmail.com

Revised February 2023

DIRECTORY OF GRANT PERSONNEL

(**This is the first page for all submitted proposals. Please print or type.)**

1. Name of Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Recipient or Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

LCMS IN District congregation or LCMS entity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indiana Connection\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Brief Summary of project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 C. Submitted by: (check one) \_\_\_\_\_Member \_\_\_\_\_Society \_\_\_\_\_Zone \_\_\_\_\_LCMS organization

 \_\_\_\_\_LMWL VP Mission Outreach \_\_\_\_\_LCMS IN District \_\_\_\_\_Synodical Board

Name of submitter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Congregation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. Name of Zone President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Checks should be payable to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funds will be sent to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Submitter = the individual, church, organization or synodical board compiling the information and requesting the proposed grant to be considered.

2. Contact = 1) the individual we may contact if questions arise 2) If the grant is approved at convention, the representative of the organization who will implement the grant, assume responsibility for requesting funds, provide receipts, write thank you notes, give updates, and receive the grant in a formal presentation. If the contact will be different after the grant is approved, please give contact information for both on a separate page.

**Application for a Grant**

**(2024-2026)**

**Please answer all of the questions below. If you get this from the website or via email feel free to adjust the spaces between the questions according to the length of your answers. Be well-documented and detailed including all the pertinent information gathered while researching the project.**

What is the name of group or organization submitting the request?

What is the name of the project for which the grant is requested?

What is the name of the organization or person who will implement the project, administer the funds and conduct the follow-up?

What is the purpose of this project?

Is this project facilitated within the IN District?

If this project is not within the IN District, what is the Indiana connection?

What is the amount of funds requested?

Who are the un-churched being served by this request?

How will the Gospel be shared with the un-churched?

Is this project current and ready for implementation?

Will continued support be assured or necessary after the LWML IN District grant money is spent?

How will the remaining needs of the project be funded if this grant doesn’t cover the whole cost?

Please include a budget on a separate sheet of paper itemizing the use of funds. (possible uses for money – purchase land, facilities, construction, equipment, supplies, salaries, scholarships, etc)

Please include the following on a separate sheet of paper:

1. Submit an explanatory script of no more than 150 words to be used for delegate information at the LWML Indiana District Convention. This will be read at the grant ballot presentation, if your grant proposal is selected for the ballot. The script should include the name of the organization, the title of the project, and a brief summary of the organization’s plans for the grant funds and how they will be used to reach the un-churched.

2. Submit a 30-word summary of your grant including the name of your organization, the title of the project, and the purpose of your grant funds. This will be used in delegate materials and the convention manual.

On a separate piece of paper, please add any additional information you care to share.

**SAMPLE RESOLUTION FOR GRANT PROPOSAL**

**2024-2026**

 WHEREAS, the Great Commission of our Lord and Savior, Jesus Christ, commands us to reach out to all at home and abroad; and

 WHEREAS, professional church workers are necessary to the church to carry out this command; and

 WHEREAS, the dormitory facilities are in need of remodeling; and

 WHEREAS, the Mission Grants board is aware of this need and voted approval, but is unable to fully finance the cost;

 THEREFORE, BE IT RESOLVED, that the Lutheran Women’s Missionary League IN District assembled in convention at Henricks Co 4H Conference Center on June 2024 grant the sum of $\_000000 to the organization to enable this building program to begin.

\_\_\_\_\_\_\_Jane Doe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_LWML Member\_ \_\_\_\_Jane Doe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 person submitting the proposal Title signature

**Signatures Required for Grant Proposal**

**Congregations need the following signatures. Be sure to identify who they are. Please type the name and title of the signee and provide a line for the signature. #1 is an example.**

1. The person submitting the proposal.

2. The president of the voters’ assembly or church council, after resolution has been approved.

3. The pastor of the congregation.

4. The LWML IN District Society President, after approval by the LWML society.

5. The LWML Zone President where the project is located.

 **Organizations and schools need the following signatures. Be sure to identify who they are (see note under congregations).**

1. The person submitting the proposal.

2. A board member or officer of the organization.

3. The LWML Zone President where the project is located (give the zone name).

**Any project taking place outside the boundaries of the IN District** should be submitted through the LCMS IN District and approved by the District Outreach Counselor. The following signatures are required.

1. The person submitting the proposal.

2. A person representing the project.

3. The Indiana District Outreach Counselor (contact the IN District Office).

Revised February 2023