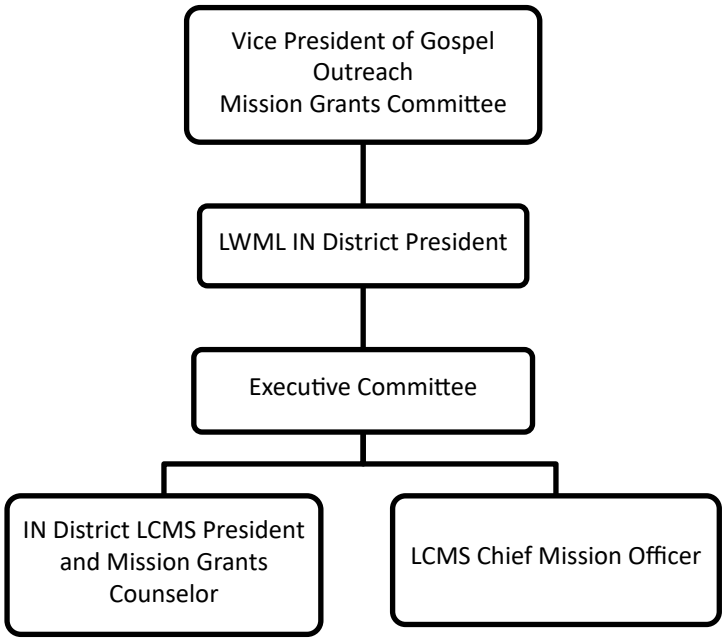
GUIDELINES AND PROCEDURES FOR MISSION GRANT APPLICATIONS
LWML INDIANA DISTRICT
2026-2028

Who may submit a proposal?

Mission Grant proposals may be submitted by any individual LWML Indiana District member, Group/Society, Zone, or national LWML Vice President of Gospel Outreach, LCMS Synodical District or Synodical Board.

Criteria

1. The project should **reach out to the unchurched 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 Registered Service Organization (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 (June 2026 - June 2028)
4. The project must be within the Indiana District or it must have a **connection to the Indiana District,** i.e., LCMS missionary, RSO affiliated with LCMS or an LCMS Indiana District congregation.
5. Requests for large grants **shall not exceed $12,000**
6. Requests for small grants **shall not exceed $5,000**
7. Grants submitted for overseas ministries will be subjected to the following approval process:



8. 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 Lutheran schools, preschools, day cares, colleges or universities with LCMS chaplains, seminaries, Vacation Bible Schools, and Sunday schools who are reaching out to members of congregations and unchurched children and adults.

Grant Categories

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

- **Small Grant:** ***$5000 and under***. Twenty-five percent (25%) of our mission grant funds-are reserved for small grants.
- **Large Grant:** ***$5001 to $12,000.*** Seventy-five percent (75%) of our mission grant funds are reserved for large grants.
- In the event that there are not enough mission grant proposals to fulfill the percentages listed above, the remainder of the funds set aside for mission grants will be dispersed in the Small Grant or Large Grant category.

Procedures

1. Fill out the Mission Grant Application Form using separate sheets of paper:
   - **The Directory of Grant Personnel** – fill out all of the blanks on the form.
   - **The Mission 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 Resolution)
   - **The Letter referred to in #4** if applicable.
2. 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 Indiana District Outreach Counselor.
3. Submit six (6) high-quality color digital photographs (jpg format) via email to **mwickertlwmlin@gmail.com**. The photographs should include people, not objects only.
4. If you are 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.
5. Any project taking place outside the boundaries of the LWML Indiana District should be submitted through the LCMS Indiana District and approved by the District Outreach Counselor.
6. All of the above data must be submitted by January 15, 2026.
7. **Mail all copies to the Indiana District Vice President of Gospel Outreach: Margie Wickert, 3260 S. 850 W., San Pierre, IN 46374-9699.**

The Mission Grant Application/Approval Process

1. Once the Mission Grant Application has been received, it will be dated and checked for compliance with the Mission Grant Proposal Guidelines.
2. The Vice President of Gospel Outreach will acknowledge via email that the application has been received. The contact person on the directory of grant personnel will be notified regarding all Mission Grant proposal communication.
3. After the grant proposal deadline, the Mission Grant Committee, and the LCMS Indiana District Outreach Counselor will meet to pray about, review and choose the grant proposals that will appear on the ballot at the LWML Indiana District Convention.
4. The list of proposals will be presented to the Executive Committee and the Board of Directors for their approval.
5. All Mission Grant submitters will be notified concerning the progress and status of their application for the ballot.
6. A multi-media presentation will be created using the photos and information submitted with all

approved proposals.

7. The convention delegates will select the Mission Grant Proposals by ballot.
8. All submitters will be notified within 2 weeks after the convention as to whether the Mission Grant proposal was selected and 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 fill out the **Request for Mission Grant Funds Form**, supply receipts and fill out the interim report form.
2. Funds will not automatically be sent. When the project is going to be implemented, please request funds from the Vice President of Gospel Outreach. She will complete the voucher which the president will sign and then, it will be sent to the treasurer. The check will either be presented in person or mailed to the contact person named on the Request for Mission Grants Funds Form.
3. Funds may be requested after August 1st of the convention year (2026) and before March 15th of the next even numbered year (2028).
4. In the event of circumstances which would make it impossible to use the requested Mission Grant funds in the time requested, the Mission Grant recipient will submit a **Mission Grant Extension Request Form** identifying the issues, steps to be taken to resolve the issues,-and a timeframe in which that process will take place. Upon receipt of Mission Grant Extension Form, a review of the document and an evaluation will be completed by the LWML Indiana District Executive Committee. Upon their review of the Mission Grant Extension Request Form the LWML Indiana District Executive Committee will either approve or decline the request. Their judgement will be conveyed to the contact person named on the request by the Vice President of Gospel Outreach.

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

If there are any further questions you may contact the Vice President of Gospel Outreach:

Margie Wickert
3260 S. 850 W.
San Pierre, IN 46374-9699
219-863-6213 by Phone or Text Message
mwickertlwmlin@gmail.com

DIRECTORY OF GRANT PERSONNEL

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

A. Name of Project _____

Name of Recipient or Organization _____

Amount Requested _____

LCMS Indiana District congregation or LCMS entity _____

Indiana Connection_____

B. Brief Summary of project: _____

_____

C. Submitted by: (check one) _____Member _____Society _____Zone _____LCMS organization
_____LWML Indiana District Vice President of Gospel Outreach
_____LCMS Indiana District _____Synodical Board: _____

Name of the submitter: _____ Congregation_____

Address_____

Phone (_____) _____ Email address_____

D. Name of Zone President_____ Zone _____

Address_____

City _____State_____ Zip _____

Phone (_____) _____ Email address_____

E. Name of Contact Person_____

Address_____

City_____ State_____ Zip_____

Phone (_____) _____ Email address _____

F. Checks should be payable to:_____

Funds will be sent to:_____

Address_____

City_____ State_____ Zip_____

Phone (_____) _____ Email address_____

- The **Submitter** is the individual, church, organization or synodical board compiling the information and requesting the proposed grant to be considered.
- The **Contact person** is the individual we may contact if questions arise. The representative of the organization who will implement the grant, assumes responsibility for requesting funds, provides receipts, writes thank you notes, gives updates, and receives the grant in a formal presentation. If the contact person is different after the Mission Grant is approved, please provide the contact information for both individuals on a separate page.

Application for a Mission Grant (2026-2028)

Please answer <u>all</u> of the questions listed below. If you obtain this information from the website or email, please feel free to adjust the spaces between the questions according to the length of your answers. Please document and provide detailed, pertinent information that was gathered while researching and preparing this Mission Grant proposal.

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 Indiana District?

If this project <u>is not</u> within the Indiana District, please provide information related to its Indiana connection?

What is the total amount of funds requested?

Who are the unchurched being served by this request?

How will the Gospel be shared with the unchurched?

Is this project current and ready for implementation?

Will continued support or additional funds be assured or necessary after the LWML Indiana District grant money is spent? Is the Mission project self-sustaining?

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 Mission Grant funds (possible uses for money – purchase land, facilities, construction, equipment, supplies, salaries, scholarships, etc).

Please include the following information 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 following information, the:
   - name of the Mission Grant
   - name of the organization
   - title of the mission project
   - a brief summary of the organization's plans for the grant funds and
   - how will the funds will be used to reach the unchurched.

2. Submit a 30-word summary of your grant including the:
   a. name of your organization,
   b. title of the project
   c. and the purpose of your grant funds

   This information will be used in the delegate materials and it will be included in the Convention Manual.

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

SAMPLE RESOLUTION FOR THE MISSION GRANT PROPOSAL
2026-2028

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 Committee 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 Indiana District assembled in convention at the Vanderburgh County – 4-H Center on **June 26, 2026,** grant the sum of $_____ to the organization to enable this building program to begin. Their judgement will be conveyed to you by the Vice President of Gospel Outreach.

Jane Doe	LWML Member	Jane Doe
Person submitting the proposal	Title	Signature

Signatures Required for the Mission 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 Indiana District Group/Society President, after approval by the LWML Group/Society.

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

<u>Organizations and schools</u> 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 (provide the name of the Zone).

<u>Any project taking place outside the boundaries of the Indiana District</u> should be submitted through the LCMS Indiana 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 Indiana District LCMS Office).