

## **Guidelines for Submitting LWML English District Grant Proposals**

- I. Criteria for Submitting a Proposal:
  - a. Mission Grant Proposals may be submitted by individual members, societies, zones and the LCMS English District.
  - b. The proposed recipients must meet these criteria:
    - i. Emphasize mission - extending the ministry of the Word.
    - ii. Fit into the plans and projects of the LCMS.
    - iii. Be current and ready for implementation.
    - iv. Be ongoing in nature, assuring continuance after the grant monies have been expended.
- II. Preparing a Mission Grant Proposal:
  - a. Each proposal must be in resolution form (sample attached).
  - b. The “Resolution” should be concise and specific. Include project goals, needs, purposes for which funds will be used and the amount needed. Remember that District mission projects are usually in the range of \$1,000 to \$3,000 each.
  - c. Each proposal consists of a preamble and a resolution. The preamble states the reasons for the request and begins with “Whereas” and ends with a semi-colon. The resolution begins with “Resolved: That” and states the name of the grant, the amount needed and the purpose of the proposal, as well as the administering agency.
  - d. Prepare a separate “Information Brief” on the grant proposal, including names and comments of persons involved or having special knowledge of the grant, what the current need is, and how the proposed grant will help extend the ministry of the Word. Include information that will assure continued maintenance of the ministry and details regarding other funding.
  - e. Complete the “Cover Sheet” in its entirety.

III. Submitting a Mission Grant Proposal:

- a. Email, in PDF format, the Cover Sheet, Resolution and Information Brief for each grant proposal to the LWML English District Vice President of Gospel Outreach by May 1<sup>st</sup> of the non-convention (odd numbered) year. Electronic submissions are preferred. If hard copies are submitted, please include six (6) complete copies.
- b. Along with the above documents, also include 5 to 10 photos, pertinent pamphlets, and any other helpful publicity items regarding the proposal. These will be used in a PowerPoint presentation at the LWML English District Convention to highlight the proposals approved for consideration.

IV. Evaluating a Mission Grant Proposal (What happens after receipt of a proposal.):

- a. The LCMS District President and the Executive Assistant to the President: Missions evaluate the proposal.
- b. District approved proposals are presented to the LWML District Mission Grants Committee for thorough study and selection.
- c. The LWML District Executive Committee will ratify the selected proposals for presentation at the LWML English District convention for delegate action.
- d. Proposals selected for LWML English District convention consideration will be published three (3) months in advance of the convention.

## Sample Resolution

**PROJECT PROPOSAL:** New International Bible – English Braille

**WHEREAS:** Jesus declares, “The sower soweth the Word” (Mark 4:14), and He depends on our hands to do the sowing; and

**WHEREAS:** Lutheran Braille Workers, one of the largest producers of Biblical Braille in the world, is daily asked to send God’s Word to blind persons around the world in over forty languages; and

**WHEREAS:** Many blind persons do not have the financial capability to buy a Braille Bible at the current prohibitive price of \$810, the latest quote for an English Braille Bible on the commercial market; and

**WHEREAS:** The New International Version (NIV) of the Bible produced by Lutheran Bible Workers, in English Braille, is shipped to English-reading blind persons in 105 nations of the world FREE upon request; and

**WHEREAS:** Lutheran Braille Workers is a recognized service organization of the Lutheran Church-Missouri Synod, working in close harmony with Synod’s Mission to the Blind; **THEREFORE BE IT**

**RESOLVED:** That the LWML English District in convention, vote the sum of \$3,000 to sow the seed of God’s Word through the fingertips of blind persons, by providing to them Lutheran Braille Workers’ NIV Bibles in English Braille, trusting many will enjoy the eternal harvest in heaven through this sowing.