

**MICHIGAN DISTRICT LWML**  
**EXPLANATION OF COVER PAGE FOR GRANT PROPOSALS &**  
**DIRECTORY OF GRANT PERSONNEL**

[Use the actual cover page – NOT this explanation of the page for filing your grant proposal with us]

This is called a cover page because **it is required** to be the cover of your submitted grant! The cover page is the first page the VP of Mission Outreach reads!

This form will need to be an original when submitted to the VP of Mission Outreach.

**Name of Proposal**

Choose a name that will capture the reader's attention but also can easily be identified with your ministry! Keep it as short as possible and still include all you need to say. This is what will be seen in the Michigan District LWML Convention Manual if your grant proposal is selected for the ballot.

**Amount Requested**

There is now a cap of \$25,000 at our Michigan District LWML level. If the ministry needs more money than this to complete their proposal and does not have assurance of having the rest of the funding in place by the end of the biennium they should not request funds from us.

**Submitted By:** LWML Member\_\_\_\_\_ LWML Society\_\_\_\_\_ LWML Zone\_\_\_\_\_  
Other\_\_\_\_\_

"Other" could be an LCMS organization, a Recognized Service Organization (RSO), an affiliated and recognized sister church in another nation such as the Venezuela Lutheran Church. See what is required if the ministry is outside of the Michigan District.

**Contact Person**

**This person is the actual one submitting the written grant.** Any questions would be first asked of this person. They should have first hand knowledge of the ministry and know most of the others who are a part of the organization.

**ENDORSEMENT - for proposals located outside the Michigan District:**

**Synodical District President**

For any proposals with benefiting ministries located outside of the Michigan District \*, signatures of the President of those Synods or National Lutheran Church Organizations must be included on this cover page. (The following scenarios are examples of the preceding.)

1. All Districts located outside of Michigan:  
e.g. The signature would be needed from the Southern Illinois LCMS District President for a mission located in that District.

2. A Foreign Church such as Venezuela  
e.g. The signature of the President of the Venezuelan Lutheran Church would be required here

\* An exception, not needing endorsement, would be if this grant proposal was from an LCMS Synod Board such as LCMS World Missions

### **Grant Administrator**

This is the person who sees to it that the money is used as indicated in the proposal. This person would verify that the recipient's ministry is ready for implementation and that the funds are indeed needed when asked for.

### **Funds sent to**

This is the entity the check is written to and also the receiving person and address where the check is to be sent. This would be the body or person who would be responsible for facilitating the connection of the MI District LWML funds to the designated ministry. This is a very important connection when it comes to grant funding in foreign ministries.

<b>All grant paperwork is submitted to the VP of Mission Outreach</b>
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**If you need guidance or have questions please contact the VP of Mission Outreach well before the deadline of October 31, 2013**

**No rewrites or attachments, etc. will be accepted after the deadline. Faxed documents are discouraged as they are very hard to read when copied.**

**Neither this Vice President nor her committee will write your grant for you. We will only guide and assist. All the material attached to these Guidelines will provide you with the information needed to write the Proposal. It also tells you the importance of the resolution language, the grant proposal name and the importance of getting your grant in early!**

Questions contact:

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