

Attached are the Grant Proposal Guidelines & Criteria for those submitting funding requests to the

**Michigan District LWML
For
2020 Convention Funding Consideration**

It is important that you read all the information in the packet before you begin. If you have questions please call the VP of Mission Outreach for assistance.

There are many guidelines included to make things clear as to the importance of wording and completeness of the grant proposal documents.

Please put your submitted document in order:

- Cover sheet on top
- Resolution sheet second
- The other supporting documents* cannot exceed 8 pages. Please include pictures, preferably on CD in jpeg files that can be opened in Word. Pictures are not counted in the 8 page limit.

*Without the letters of support and the more specific details on just how this money is going to be used, your grant will suffer from early elimination from the grant evaluation and selection process.

Though the deadline is a postmark date of

October 31, 2019

it would be wise to get things in well before then in case there are questions that need addressing or if further documentation is required.

May God bless your efforts and clear any roadblocks to getting your Grant Proposal started and submitted early!

Contact person: Mary Craaybeek, VP of Mission Outreach
64585 Fair Rd., Sturgis, MI 49091
269-651-6725

Email: marycraaybeek@gmail.com

**Lutheran Women's Missionary League
Michigan District - Lutheran Women in Mission**

**Guidelines for Submitting
Michigan District LWML Grant Proposals for 2020**

I. Submitting a Grant Proposal

- A. LWML members, societies, zones, circuit mission councils, and synod boards and Recognized Service Organizations (RSO) of LCMS may submit mission grant proposals.
 - 1. Proposals for grants outside of the Michigan District must be endorsed and approved by the president of the synodical district in which the project is located.
 - 2. Proposals for grants outside the United States must be endorsed and approved by the president of the partner church in the country in which the project is located.
- B. Proposals must be submitted to the Vice President for Mission Outreach of the Michigan District LWML
 - 1. A total of ten (10) copies of both the proposal and the supporting documentation must be submitted.

[Failure to send ten (10) copies will result in the proposal being sent back to you to comply. If you waited until the deadline and have failed to do this you run the risk of not having your proposal included for consideration. The work of copying the Grant Proposal sheets is left to the submitter to save the District expense.]
 - 2. The grant proposal must be submitted – postmarked -- by October 31 of the odd-numbered years.

II. Grant Criteria

Grant must:

- A. Not exceed request for \$25,000;
- B. Be mission in emphasis - extending the ministry of the Word;
- C. Fit into the plans and projections of the Michigan District of the Lutheran Church – Missouri Synod (*if to be implemented within said district*);
- D. Be consistent with the doctrine and tenets of the Lutheran Church – Missouri Synod; *[Since the LWML is one of the two official auxiliaries of the LCMS, we have this premise as part of our by-laws which we must follow.]*
- E. Be well documented and for specifically defined purposes; *[A break down of how funding will be used is a good explanation of needs.]*
- F. Be current and ready for implementation.

[Since you are asked not to request the funds until you actually have need of them it is important that your ministry be ready to implement the project within the biennium.]

- 1. Funding must be disbursed within the biennium in which the mission project was selected or be returned to the Michigan District LWML treasury.
 - 2. Upon the recommendation of the Executive Committee, the MI District LWML Board may extend the time for an additional biennium in case of extenuating circumstances.
- G. Have approval of the LCMS District President or partner church in which the proposal grant recipient is located unless said proposal is submitted by an LCMS synod board.

III. Preparing the Proposal

A. The resolution must:

1. Be concise and specific.
2. Clearly state the need and purpose, using the Sample Resolution format you will find in this packet of information. *[See specific language that is REQUIRED as part of your RESOLVED line.]*
3. Give a basic financial statement of:
 - a) Amount of funds requested.
 - b) Uses for which funds are intended.
 - c) Source of additional funding, if applicable.
4. Use the Cover Letter and Grant Personnel Form provided as the cover sheet (first page) for your grant proposal. *[It is important to place this at the front of your proposal. It gives us quick access to what is being requested, from whom, the amount of the request, and who sent it.]*

B. The Information Paper (separate from Resolution) must:

1. Be no more than eight (8) pages in length. *[This # is in addition to those 2 necessary pages consisting of the cover page and the resolution page. Pictures are not a part of this page count.]*
2. Give details about the grant with substantiating background information. *[These are things such as pictures, letters from Pastors who help with the ministry, the number of lives this ministry touches, and the potential for greater ministry.]*
3. Include a letter or letters of support from persons having special knowledge of the grant.
4. Give assurance of continued support and maintenance. *[The MI District LWML must be assured that we are not perceived as the sole, indefinite support of the ministry for which the funds are being requested.]*

IV. Grant Selection

- A. Grants will be dated upon receipt by the VP of Mission Outreach and reviewed to insure that all the necessary information has been included and that the guidelines have been followed. *[Grant proposals are put on the ballot in the order of which they are received in their completeness.]*
- B. Receipt of all grants will be acknowledged. *[Notice is sent to the submitter of the grant and is done as soon as possible after the grant is received by the VP of Mission Outreach.]*
- C. The Grant Evaluation and Selection Committee composed of the Chairman - Vice President of Mission Outreach, members of the Mission Outreach Committee, namely the Gospel Outreach Coordinator and the Mission Awareness Coordinator, Heart 2 Heart Leader, two zone presidents appointed by the LWML District President, and - in an advisory capacity - the Pastoral Counselors and the President will:
 1. Evaluate the proposals; *[This is done using the same guidelines that all of those requesting forms should have used in submitting their proposals.]*
 2. Eliminate those proposals that do not meet the criteria; *[If more than one (1) proposal is submitted by the same ministry, due to the volume of requests for funding, and the established cap for requested funds, this committee will be allowed to choose which of the ministries' proposals will be left for board review and which will be removed from consideration.]*

3. Submit the selected list of proposals to the President of the Michigan District, Lutheran Church – Missouri Synod for his evaluation and comment; *[The Michigan District President reviews all of these proposals. He has current knowledge of what is happening in the field and ministries of the LCMS so this step in the process is done to determine if there are any potential problems that would jeopardize the implementation of the project. Contact is also made with LCMS World Missions for this same reason.]*
 4. Prepare the slate of mission grant proposals to appear on the convention ballot, upon approval of the Michigan District LWML Board of Directors. *[These will be in the hands of the Board at the March meeting previous to the convention.]*
- D. Contact persons listed on the Cover Page of your proposal will be notified as to whether or not their proposals will be placed on the convention ballot.
 - E. Grant administrators listed on the grant's cover page will be notified as to whether or not their grant has been accepted to fund by the convention.
 - F. Grant administrators who have had their grant selected will receive information on how funds may be requested for disbursement. It is important that they realize that any special handling charges to get funds to the ministry will be deducted from the amount of the grant.

V. **Contact Person For Mission Grant Information**

Mary Craaybeek
VP of Mission Outreach
Michigan District LWML
64585 Fair Rd., Sturgis, Mi 49091
269-651-6725
Email: marycraaybeek@gmail.com

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.

All grant paperwork is submitted to the VP of Mission Outreach

If you need guidance or have questions please contact the VP of Mission Outreach well before the deadline of October 31, 2019

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:

Mary Craaybeek, VP Mission Outreach

64585 Fair Rd., Sturgis, MI 49091

269-651-6725; email: marycraaybeek@gmail.com

**COVER PAGE FOR MICHIGAN DISTRICT 2020
MISSION GRANT PROPOSAL & DIRECTORY OF GRANT PERSONNEL**

Name of Proposal _____

Amount Requested \$ _____ Name of grant author: _____
Are you requesting funds from any other source? Yes _____ No _____

Submitted by: LWML Member LWML Society LWML Zone
 Circuit Mission Council Synodical Board RSO

Entity this person represents: _____ Position held _____

Street Address _____ P O Box _____

City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

ENDORSEMENT – Proposals for funding ministries outside the Michigan District or outside the United States require the endorsement of the LCMS District President or the President of the national church:

President's signature _____

Print name of president _____

District or National Church _____

Street Address _____ P O Box _____

City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____ E-mail _____

Grant Administrator _____ Title _____

Ministry to which check shall be payable: _____ @ time of each draw

Street Address _____ P O Box _____

City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____ E-mail _____

Must be postmarked by October 31, 2019

Send this page as the top page with entire grant document to:
Mary Craaybeek, VP of Mission Outreach – MI District LWML
64585 Fair Rd., Sturgis, MI 49091; phone: 269-651-6725
email: marycraaybeek@gmail.com



Mary Craaybeek
Vice President of Mission Outreach
64585 Fair Rd.
Sturgis, MI 49091
269-
651-6725

LUTHERAN WOMEN’S MISSIONARY LEAGUE MICHIGAN DISTRICT – LUTHERAN WOMEN IN MISSION

Sample Resolution for a Mission Grant Proposal

WHEREAS, ; and
WHEREAS, ; and
WHEREAS, ; and
WHEREAS, ; therefore be it
RESOLVED, (see necessary language below for the resolution)

1st WHEREAS, States the goal, citing the Biblical basis (including a Bible verse, if possible) for the grant.

2nd WHEREAS, States the need for the grant.

3rd WHEREAS, States further need.

4th WHEREAS, Briefly summarizes the previous segments.

RESOLVED, States **specifics** of the resolution.
This resolution **must be in the format below:** ↓

RESOLVED, That the Michigan District LWML, assembled in convention at Gaylord, Michigan, on July 10-12 , 2020, grant the sum of \$_____ to enable _____

This document is part of the packet for Submitting Mission Grant Proposals. Generated by Sharon Chapman, former Michigan District LWML Vice President of Mission Outreach.

Include your Resolution Page as the 2nd document in your grant proposal packet, following the mandatory Cover Sheet.

The Resolution Page will be the information that the voters will read in the convention manual along with a synopsis of what you have stated as to the use of the funds you requested. To give the voters a complete picture of just what is comprised by your grant proposal, be sure to carefully construct the content and language of the Resolution form.

