

TO: Eastern District Board of Directors  
From: Anita Getty, Mission Grants Chairman  
Date: March, 2017  
RE: Mission Grants Proposals—June 2018 Convention

Although it seems as if we just finished the June 2016 District LWML Convention, the June 2018 Convention will be here before we know it. Now is the time to look for New Mission Grant proposals. We once again have an opportunity to seek out places where our Mites can make a difference in spreading the Gospel within our Eastern District and possibly beyond our geographical boundaries. Since funding from Synod and District for Missions continues to be limited, we should continue to seek those mission-oriented programs which will fit the stipulations of our bylaws for grants that might not happen without our aid.

**In submitting grant proposals, please pay attention to these specific details:**

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1. **Make sure the information is submitted NO LATER than October 15, 2017.** The job of reviewing all the proposals will be greatly facilitated if all grant proposal applications and supporting materials are received by this date. It will be very disappointing to return grant proposals simply because they were not submitted on time!
  2. **Attention Zone Presidents:** I have prepared copies of the grant proposal forms for your societies; please **distribute** them as soon as possible to give your societies ample time to draw up their grant requests. **Please familiarize yourself with the applicable bylaws for projects and sign each application that you believe fits the guidelines.** This will weed out those proposals that obviously do not fit the criteria. We will once again, as stated in the bylaws Section 1 be looking for grants primarily within the LWML Eastern District geographical area, Pennsylvania, our portion of New York and our portion of Maryland. We will consider requests for missions beyond these areas as monies allow. If you have a question, please call me at 570-376-2143, email me at [amgemt@ptd.net](mailto:amgemt@ptd.net), or attach a note to the application so any issues may be resolved prior to the 2018 Winter Executive/Board of Directors meeting of the Eastern District.
  3. Sometimes a proposal which initially does not appear to fit the guidelines may be rewritten or re-structured in order to fit. If you have a question, please contact me early.
  4. Since we have limited funds to allocate for mission grants, our informal cap in the last few has been set at \$5,000/grant. If a proposed project requires additional funding, please investigate other available resources to assure supplemental funding for the difference to assure acceptability of your proposal.
  5. Pray for discerning vision so that we may recognize opportunities to do God's work here where we live. Speak with your fellow congregational members for ideas.
  6. Finally, be mission-minded—and be creative.

May God bless you in this process, so that in June 2018 we will have a rich assortment of Kingdom-furthering proposals to choose.

**APPLICATION FORM FOR EASTERN DISTRICT LWML GRANT PROPOSAL**

1. SUBMITTED BY:

Society, Zone or Individual LWML Member \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

2. AMOUNT OF GRANT REQUESTED: \_\_\_\_\_

3. BRIEF DESCRIPTION EXPLAINING NEED FOR THE GRANT:

List name of person (specific) receiving the grant, description of items to be purchased, amounts for each, explanation of how the item(s) will further the mission of LCMS and spread of the Word. Use the back of this form and any additional pages as needed for a complete description.

4. SIGNED BY:

Pastor of the Congregation/Counselor \_\_\_\_\_

LWML Society President \_\_\_\_\_

Zion President \_\_\_\_\_

5. Please list the name, address, phone numbers, and email of a CONTACT PERSON in case additional information is needed regarding this application.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

6. PREPARE THIS APPLICATION FORM AND AN ACCOMPANYING INFORMATION PAPER. SEND ONE (1) ORIGINAL AND NINE (9) COPIES BEFORE OCTOBER 15, 2017 TO:

Anita Getty  
318 North Road  
Middlebury Center, PA 16935-9440

## CRITERIA FOR LWML MISSION GRANTS PROPOSALS

- Proposals **MUST** be extending the “**MINISTRY OF THE WORD**” in emphasis of a **MISSION** or **MISSION WORK**.
- They must fit into the plans and projects of the Lutheran Church-Missouri Synod/Eastern District.
- They must be current and **READY FOR IMPLEMENTATION**, Funds **will not** be distributed or disbursed the day of voting at the convention. They will be disbursed as the monies become available.
- Must be well-documented by **itemizing how the funds will be used** and how this Program-ministry will be self-funded for future service. “Grant proposals which are not well documented per the criteria will be returned and may not make the list of proposed grants.”

### **Acceptable Mission Grants for Funding** (Samples)

- Furnishings for mission congregations
- Parochial school items (if for Religious items, please break down the cost for each individual item).
- Mission grants approved by the LCMS Eastern District or the Synod.
- Computers, electronics, digital equipment and other forms of media will be considered **ONLY** if grant shows **clearly** that they will be used specifically to share the Gospel message, **NOT** for administration or general education purposes. Please provide cost of each piece of equipment and how it will be used.
- Past approved grants included exercise equipment to be used at a shelter for abused and battered women and children, purchase of cribs for the infant/childcare program at a Lutheran school, and funding a biweekly summer lunch box program for children of low income families. Recently accepted grants include materials for Bible Study, nutrition needs, gathering clothing, medical supplies, Christian education materials for libraries for young children in daycare and after school programs.

### **Unacceptable Mission Grants** (Samples)

- Requests for ongoing financing.
- Requests for covering deficit or shortages in congregational or Synodical treasuries.
- Insurance, gasoline, tolls, transportation, registration, salaries, rent, postage office expenses and utilities (These are **not** to be included in a grant proposal).
- Lodging for seminars, retreats, and relaxing getaways are not acceptable.
- **GRANTS NOT PROPERLY SUBMITTED, INCLUDING LATE SUBMISSION.**
- **CAPITAL IMPROVEMENTS.**
- Grants funded in the two (2) previous biennium will not be accepted.

All mission grant proposals are reviewed by the Eastern District LCMS Board for Mission Service, Synodical Mission Board, Eastern District LWML executive committee, and Eastern District LWML Board of Directors. The decision made following these reviews is final. Eligible grant proposals will be placed on the ballot for the vote by the delegates at the 2018 convention.

## HOW DO I PREPARE A GRANT PROPOSAL?

Your mission grant PROPOSAL shall be prepared with ONE (1) ORIGINAL AND NINE (9) COPIES and will consist of two parts:

1. The application form
2. The information paper supporting the application

THE INFORMATION PAPER shall be detailed and include all the pertinent information you gathered in researching the grant as suggested in the CRITERIA AND RESEARCH as outlined on page 3. IF THE INFORMATION PAPER IS NOT DETAILED, IT WILL BE RETURNED TO YOU TO FURNISH THE NECESSARY INFORMATION. **This may cause a delay in our receiving your grant proposal by the deadline of October 15th which could result in your application/grant being rejected.**

The following signatures are necessary as applicable on your PROPOSAL application form:

1. Signed by LWML member submitting the grant proposal.
2. Signed by LWML Society President.
3. Signed by Pastor of your congregation or the LWML Zone Counselor
4. Signed by the LWML Zone President of the zone where the grant proposal is initiated.

***IF THE GRANT PROPOSAL IS SUBMITTED BY AN INDIVIDUAL LWML MEMBER***, obtain ALL FOUR SIGNATURES, as indicated immediately above.

***If submitted by a SOCIETY***, obtain signatures 2, 3, & 4.

***If submitted by a Zone***, obtain signatures 3 (counselor) & 4.

**REMEMBER, THE DEADLINE IS OCTOBER 15, 2017!**

**Mail the original and nine (9) copies of the following documents by OCTOBER 15, 2017.**

1. The application with all necessary signatures
2. The information paper

To the Mission Grants Chairman

**ANITA GETTY  
318 NORTH ROAD  
MIDDLEBURY CENTER, PA 16935-9440  
570-376-2143    amgemt@ptd.net**

## HOW TO SUBMIT A MISSION GRANTS PROPOSAL

Is there a mission in your congregation or zone that would benefit from a grant from LWML? Have you ever wondered how you, your society, or zone could request a grant for that mission? You, are the link between God's people and the Eastern District LWML, you are the one who knows what the needs are in your area. You can serve your Lord by following the guidelines listed below.

### WHO MAY SUBMIT A MISSION GRANTS PROPOSAL?

- Any individual LWML member, society or zone
- An Eastern District or Synodical Board of the LCMS may submit a proposal through any Eastern District member, society or zone
- If a grant proposal is submitted from outside the Eastern District, it must also be submitted through an Eastern District LWML member, society or zone to be evaluated (as are all the grants), for placement on the convention ballot.

### WHERE WILL I GET MY IDEAS FOR A MISSION GRANT?

- Consider the needs of mission outreach programs of your congregation.
- Study the programs in your community of special ministries to the under-privileged, the aged, developmentally challenged, acute or chronically ill, family concerns, Christian counseling, rehabilitation programs, daycares that include programs educating children in Christian faith.
- Search out educational needs in the LCMS school system.
- Consider financial support for LCMS Seminary students and scholarships for students from the Eastern District who are planning entrance to LCMS Synodical Colleges to train for full-time church vocations. Such grant proposals would be considered for the Scholarship Fund maintained and administered by the Eastern District LCMS.
- Contact Eastern District LCMS District President Designee

### ONCE I HAVE AN IDEA FOR A MISSION GRANT PROPOSAL, WHAT DO I DO ABOUT IT?

1. Consider **CRITERIA** for Mission Grant Proposals: (see page 3)
  - Must be “**mission**” or “**mission work**” in emphasis—extending **the ministry of the Word**
  - Must fit into the mission plans and projections of the LCMS and HAVE THE REVIEW OF THE ZONE from which the grant was submitted
  - Must be current and ready for implementation with the understanding the monies will be disbursed when the funds become available.
  - Must be well documented
2. **RESEARCH** the grant thoroughly by asking the following questions:
  - Does it serve to extend the ministry of the Word by “reaching the unreached”?
  - Does it fall within the framework of the criteria for the LWML Mission Grant Proposals?
  - Does it fall primarily within the framework of the criteria of the Eastern District for the LWML Mission Grant proposal?
  - Are there other funding sources?
  - If this is a partial funding, who will fund the remainder?
  - What percentage of funding is this?
  - Who will be the contact person if the grant is adopted?
  - Will this person implement the grant, administer the funds and conduct the follow-up? If not, who will?
  - What is the itemized cost of this grant?
  - Will continued support be assured after the District LWML monies for the grant are expended?
  - Is there a budget for the proposed grant?
  - How many people will benefit from this grant?
  - Has this grant received previous LWML funding? If so, see note below as to limitations.

**NOTE:** The recipient of a grant at any given convention will not be considered for a subsequent grant proposal for a period of FOUR (4) years, or TWO (2) biennium.

## WHAT HAPPENS TO MY PROPOSAL WHEN THE CHAIRMAN RECEIVES IT?

1. It is dated and checked to make sure all the necessary information is included and LWML guidelines have been followed. The grant committee reviews to be sure there are no absent/incomplete components. If information is needed, you may have to revise and/or add more details to your grant proposal.
2. Your application, with all others, is then prepared for presentation to the Executive Committee of the Eastern District LWML at the winter (Feb. or March) meeting for approval.
3. If approved, it is then presented to the Board of Directors (that same weekend) for their approval to be placed on the ballot at convention.
4. Each applicant will be notified whether or not their grant proposal will be accepted and placed on the ballot. This follow-up notification will indicate if the proposal has been selected.
5. **IF YOUR PROPOSAL IS ACCEPTED, YOU WILL BE REQUESTED TO SUBMIT 4 OR 5 DIGITAL PICTURES (no more) AND A SAMPLE SCRIPT SUPPORTING YOUR PROPOSAL FOR PRESENTATION AT THE CONVENTION PRIOR TO THE DELEGATES' VOTES. IF THE DIGITAL PICTURES ARE NOT SUBMITTED IN A TIMELY MANNER, YOUR PRESENTATION MAY BE OMITTED (due to inadequate information about the proposal) AND THE GRANT NOT BE PLACED ON THE BALLOT AT THE DISCRETION OF THE EXECUTIVE COMMITTEE.**

## IF I STILL HAVE QUESTIONS, WHAT DO I DO?

Call your District Mission Grants chairman, Anita Getty @ 570-376-2143 or email [amgemt@ptd.net](mailto:amgemt@ptd.net)

1. **Important!** Obtain the approval and signature of your Zone President and Counselor. Ensure that the signatures are dated.
2. Recheck your papers, making certain you have given attention to **bold type** and **CAPITALIZED** portions of these information papers as these are necessary components of your application.
3. Submit your ORIGINAL AND NINE (9) COPIES of the application form and information paper to the Mission Grants Chairman prior to **October 15, 2017**.