

**NORTHERN ILLINOIS DISTRICT
LUTHERAN WOMEN'S MISSIONARY LEAGUE
GUIDELINES FOR SUBMITTING MISSION GRANT PROPOSALS**

CRITERIA FOR MISSION GRANTS

Mission grants should:

- benefit a Lutheran organization
- focus on extending the ministry of the Word
- be current and ready for implementation
- be well documented, include amount of funds requested, use of funds, and if partial funding, list the amount and source of additional funds
- use no more than 20% of the grant for salaries
- fit into the plans and projections of the Lutheran Church Missouri Synod
- not be scholarships or short term missionary trips

WHO MAY SUBMIT A PROPOSAL?

1. Mission grant proposals may be submitted by individual members, local units, zones, districts and LCMS boards.
2. Generally, four (4) years, must elapse between accepted proposals from a previously funded organization.
3. Grant proposals which come from Lutheran organizations not directly submitted by district or LCMS boards must have a cover letter from an LWML society or member.

WHAT IS THE PROCEDURE FOR SUBMITTING A GRANT PROPOSAL?

1. Call or email the Vice President of Gospel Outreach as soon as possible to ensure that the grant proposal meets eligibility requirements and receive any help necessary in completing the process.
2. Grant proposals must be submitted to the Vice President of Gospel Outreach by January 10th of an even numbered year to be considered for the following **fall convention** ballot. (Remember to allow sufficient time for required signatures.)
3. The proposal must be in resolution form (see sample), accompanied by supporting documents of budget, need and distribution of funds. Please send the following both electronically (email) and paper (regular mail):

- a proposal in resolution form – see sample
- b brief (100 word) description of scope of project
- c spending plan for how grant money would be spent
- d 10 digital, individual, high-resolution photos (**jpeg**), not in PowerPoint or other presentation software, and a 1-minute script to go with the pictures; may be on disc (does not have to be emailed)
- e annual report which reflects current **ministry and income** (does not have to be emailed if it is a bound report)
- f Signature Page filled out correctly
- g Organizations headquartered outside of NID must obtain signatures from District LWML President and District Synodical President within the district of residence.
- h **Poster on 8x11 sheet for convention display, highlighting ministry and service**

4. At the present time, maximum request is **\$18,000**.

HOW ARE GRANTS CHOSEN?

1. The NID LWML Mission Advocacy and Grants Committee shall submit its recommended grant proposals, except those submitted by the LCMS boards, to the appropriate district or LCMS board for approval.
2. The Mission Advocacy and Grants Committee shall then submit its recommended and approved proposals to the NID LWML Executive Committee for selection of grants for the convention ballot.
3. Delegates to the **fall** NID LWML convention shall vote by ballot to choose the grants to be funded during that current biennium.

HOW ARE FUNDS DISBURSED?

While the projects are listed in rank order based on the number of votes for each project, each project selected should submit receipts or invoices as soon as possible. Every month as mite money is received into the treasury, the funds will be distributed among those projects which have turned in receipts until the end of the biennium, **June 30 of even-numbered years**. Any unfunded grants will not be carried forward into the new biennium.

Proposals should be sent to the Vice President Gospel Outreach

Barbara Himley
1000 Fairlane Drive
Schaumburg, IL 60193

847-524-3766

bimley44@aol.com

SIGNATURE PAGE

(One hard copy with original signatures must be submitted with grant)

NAME OF PROPOSED GRANT _____

AMOUNT REQUESTED \$ _____

SUBMITTED BY:

(Check one) LWML Member LWML Society LWML Zone LWML District

NAME OF SUBMITTER _____

ADDRESS _____ CITY _____ STATE __ ZIP _____

PHONE _____

E-MAIL _____

NID CONGREGATION or ZONE _____

NAME OF DISTRICT LWML PRESIDENT _____

In which the submitting organization is located

SIGNATURE _____

ADDRESS _____ CITY _____ STATE __ ZIP _____

PHONE _____

E-MAIL _____

(Signature must accompany submission if organization is outside NID. If inside NID LWML, then Gospel Outreach Chair will obtain signatures)

NAME OF DISTRICT SYNODICAL PRESIDENT _____

In which the submitting organization is located

SIGNATURE _____

ADDRESS _____ CITY _____ STATE __ ZIP _____

PHONE _____

E-MAIL _____

(Signature must accompany submission if organization is outside NID. If inside NID LWML, then Gospel Outreach Chair will obtain signatures)

DIRECTORY OF GRANT PERSONNEL

+(One hard copy must be submitted with grant)

GRANT ADMINISTRATOR _____

(Person with whom the NID LWML should be in contact)

STREET ADDRESS _____

CITY _____ STATE ____ ZIP _____

PHONE _____

FAX _____

E-MAIL _____

FUNDS WILL BE MADE PAYABLE TO: _____

FUNDS WILL BE SENT TO:

STREET ADDRESS _____

CITY _____ STATE ____ ZIP _____

PHONE _____

FAX _____

E-MAIL _____

Sample Resolutions for Mission Proposals

(Within District)

Renovations for St. Philip Food Pantry, Chicago

WHEREAS, We have been commanded to share the good news of the Gospel throughout the world, AND

WHEREAS, St. Philip, a historically mission congregation, has opened a food pantry, AND

WHEREAS, Our congregation shall open the doors of the pantry not only to share the donated food, but to witness to recipients and invite them to walk with us on the road to salvation, AND

WHEREAS, St. Philip parishioners can neither fully bear the financial burden of repairing, replacing, and upgrading critical systems such as flooring and electrical needs in the room designated for storage nor purchase the organizational units necessary, **THEREFORE BE IT RESOLVED**, that the Lutheran Women's Missionary League of Northern Illinois District vote the sum of \$22,000 to fund the structural repair and purchase of organizational units for the storage room of the St. Philip Food Pantry.

(Outside District)

Bibles for International Students

WHEREAS, in His great commission, Jesus charged us to reach out to all nation; AND

WHEREAS, 77 LCMS intentional ministries are presently in operation serving international students who are studying at campuses in the USA and the Lord is continuing to open doors for greater ministry among internationals, AND

WHEREAS, international students better learn about Jesus and His love when they read it in their native language, AND

WHEREAS, many of these LCMS ministries are staffed by volunteers and there is limited or no current funding available to purchase children's Bibles or Bibles in the language of the international students, AND

WHEREAS, International Student Ministry Inc. (aka ISM Inc) is a mission society working in partnership with the LCMS missions to enable, assist, and fund volunteer ministries among international students,

THEREFORE BE IT RESOLVED, that the Lutheran Women's Missionary League of Northern Illinois District vote the sum of \$22,000 to ISM, Inc. for "Bibles for International Students" so that they may read of Jesus Christ and the saving Gospel message.