

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

**CRITERIA FOR MISSION GRANTS**

Lutheran Women's Missionary League [LWML] Mission grants should:

- benefit a Lutheran organization affiliated with the Lutheran Church—Missouri Synod [LCMS]
- 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 requesting 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 LCMS
- not be scholarships or short-term mission trips

**WHO MAY SUBMIT A PROPOSAL?**

1. Mission grant proposals may be submitted by individual LWML members, local LWML groups, LWML zones, LCMS districts, and LCMS boards.
2. Generally, four years must elapse between accepted proposals from a previously funded organization.
3. Grant proposals which come from Lutheran organizations not directly submitted by an LCMS district or LCMS board must have a cover letter from an LWML group, zone, 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 15 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. Send the following electronically *(via email)*:

- proposal in resolution form – see sample
- 100-word description of scope of project
- budget with explanation for how grant money would be spent
- ten digital, individual, high-resolution photos in jpeg format (*do not submit in PowerPoint or other presentation software*)
- 1-minute script (*word count of 170 words or less*) to accompany photos
- annual report which reflects current ministry and income (*bound reports may be mailed rather than emailed*)
- Signature Page, filled out as directed, and Directory of Grant Personnel (*ministries headquartered outside of the Northern Illinois District [NID] must obtain signatures from the LWML District President and synodical LCMS District President within the district of residence*)

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

## **HOW ARE GRANTS CHOSEN?**

1. The LWML NID Mission Advocacy and Grants Committee shall submit its recommended grant proposals, except those submitted by the LCMS boards, to the appropriate LCMS board for approval.
2. The Mission Advocacy and Grants Committee shall then submit its recommended and approved proposals to the Executive Committee for selection of grants for the convention ballot.
3. Delegates to the LWML NID fall 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 emailed to the Vice President of Gospel Outreach Nancy Bundley at [vpgospeloutreach@lwmlnid.org](mailto:vpgospeloutreach@lwmlnid.org). Any grant components unable to be emailed should be sent to Nancy Bundley at 3041 W 83<sup>rd</sup> Place, Chicago IL 60652, phone: 773.456.3790.

**LWML NID MISSION GRANT PROPOSAL SIGNATURE PAGE**

NAME OF PROPOSED GRANT: \_\_\_\_\_

AMOUNT REQUESTED: \$ \_\_\_\_\_ *(not to exceed \$18,000)*

SUBMITTED BY: *(If LWML member, group, or zone located in the NID, please check one)*  
\_\_\_\_\_ LWML Member \_\_\_\_\_ LWML Group \_\_\_\_\_ LWML Zone

NAME OF SUBMITTER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PREFERRED PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NID CONGREGATION or ZONE: \_\_\_\_\_

NAME OF LWML DISTRICT PRESIDENT: *(In which the submitting organization is located)*

SIGNATURE: *(This signature must accompany submission if organization is outside the NID. If in the NID, the Gospel Outreach Chair will obtain this signatures)*

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PREFERRED PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME OF SYNODICAL LCMS DISTRICT PRESIDENT: *(In which the submitting organization is located)*

SIGNATURE: *(This signature must accompany submission if organization is outside the NID. If in the NID, the Gospel Outreach Chair will obtain this signatures)*

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PREFERRED PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**LWML NID MISSION GRANT PROPOSAL  
DIRECTORY OF GRANT PERSONNEL**

GRANT ADMINISTRATOR: *(Person with whom the LWML NID should be in contact)*

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PREFERRED PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: *(if applicable)* \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FUNDS ARE TO BE MADE PAYABLE TO:

\_\_\_\_\_

FUNDS ARE TO BE SENT TO: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PREFERRED PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: *(if applicable)* \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

## **SAMPLE RESOLUTIONS FOR LWML NID MISSION GRANT PROPOSALS**

### **(Within District)**

Voice of Hope Behind the Wall, Statesville Prison, Joliet

WHEREAS, We have been commanded to visit those in prison, “I was in prison and you visited me,” Matthew 25:36, AND

WHEREAS, the NID has been involved with prison ministry at Statesville Prison since the 1930s, AND

WHEREAS, Voice of Hope Behind the Wall continues to have to find support from individuals and congregations since the ministry was cut from the NID budget in 2003, THEREFORE BE IT RESOLVED, that the Lutheran Women’s Missionary League of Northern Illinois District vote the sum of \$10,000 to fund the purchase of office and computer supplies and Houses of Healing books to Voice of Hope Behind the Wall.

### **(Outside District)**

Trinity/HOPE Haiti Lutheran School

WHEREAS, Christ instructed us in Matthew 28:19 to “go and make disciples of all nations” and commends those who have fed “the least of these brothers of mine” in Matthew 25:31, and following; AND

WHEREAS, Trinity/HOPE has demonstrated that providing a noon meal for the hungry children in our Lutheran Schools in Haiti is a powerful witness used by the Holy Spirit to discredit the Voodoo teaching that God is unapproachable and non-responsive to Haitians, AND

WHEREAS, our Lutheran Church—Missouri Synod has chosen to reemphasize its normal evangelistic efforts in order to reach one hundred million people by the year 2015, AND

WHEREAS, children in our Lutheran Schools in Haiti are coming to faith in response to the Word and its witness faster than any other population segment and, later, are often instruments in bringing their whole families to the knowledge of Christ, AND

WHEREAS, Trinity/HOPE has demonstrated both its ability to successfully run these feeding programs to their current level of serving over 15,000 children each school day in 86 schools, AND

WHEREAS, Trinity/HOPE has consistently demonstrated over the past ten years its ability to expand its donor base annually to continue 100% all the programs started, THEREFORE BE IT RESOLVED, that the Lutheran Women’s Missionary League of the Northern Illinois District vote the sum of \$5,000 to partner with Trinity/HOPE and the local people to feed an average school of 100 children so they can also be spiritually fed.

## LWML NID MISSION GRANT PROPOSAL CHECKLIST FOR SUBMITTING GRANT REQUESTS

Make sure you have included all these items:

- Proposal in resolution form – see sample
- 100-word description of scope of project
- Budget with explanation for how grant money would be spent
- Ten digital, individual, high-resolution photos in jpeg format (*do not submit in PowerPoint or other presentation software*) - (*may be mailed on flash drive or emailed*)
- 1-minute script (*word count of 170 words or less*) to accompany photos
- Annual report which reflects current ministry and income (*bound reports may be mailed rather than emailed*)
- Signature Page, filled out as directed, and Directory of Grant Personnel
  - Unless submitted by an LCMS District or LCMS Board, proposals must include a cover letter by LWML member, group, or zone within the Northern Illinois District
  - Ministries headquartered outside of the Northern Illinois District must obtain signatures from the LWML District President and synodical LCMS District President of the district of residence
- Grant request, to be considered, may NOT exceed a maximum of \$18,000.
- All of the above, must be transmitted digitally via email in PDF format **on or before January 15** of even numbered year to the Vice President of Gospel Outreach at [vpgospeloutreach@lwmlnid.org](mailto:vpgospeloutreach@lwmlnid.org). Any grant components unable to be emailed (i.e. bound annual report, photos on flash drive) should be sent to Nancy Bundley at 3041 W 83rd Place, Chicago IL 60652, phone: 773.456.3790.