

# Guidelines for Submitting a Nebraska North District LWML

## Mission Grant Proposal

### 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 is requested – the source of any additional funds

### Who May Submit a Proposal:

- Any LWML member, society, or zone of the Lutheran Women's Missionary League (LWML)
- Any District, Church, School or Board of the Lutheran Church Missouri Synod (LCMS)
- Any Recognized Service Organization (RSO) of the LCMS should submit their proposals through their LCMS board or through a member, society or zone of the Nebraska North District

### What is the Deadline for Proposal Submission:

- Email received no later than 11:59 p.m. on **December 1, 2017**

### What is the Procedure for Submitting a Grant Proposal:

- Complete the following documents
  - Cover Page for Mission Grant Proposals
  - Detailed Information Paper (5 page maximum) – 11pt font (minimum)
    - Include the following sections in the Detailed Information Paper
      - Statement of Need
      - Description of how the grant is Mission-Focused
      - Detailed financial accounting
        - Complete budget for proposed mission grant
          - Personnel
          - Supplies
          - Operating
      - Plan of action and accountability
      - Name of Contact Person(s) and an email for official correspondence
      - List and amount of funds being requested from other grant funding agencies
      - Plan for continued support or maintenance
  - Lay Description – Brief (150 words or less) of the project scope (to be given to convention body)
  - 5-10 high quality digital pictures (JPG) which will help delegates visualize your mission and project and a 1 minutes script to go with the pictures (will be shared with convention body)
    - Photos can be provided via email or sent separately on a disk or flash drive
    - Photos should not be entered into PowerPoint or any similar presentation packages
    - Photos must be received by the proposal deadline – or the proposal will be considered unresponsive
  - Signature Page (signed by the submitter and project administrator and scanned)
- Combine all documents into a single PDF document
- Submit all documents (except for pictures) as one PDF file to:

- Vice President of Gospel Outreach
  - Betty Poppe
    - Email: [betlowpop@gmail.com](mailto:betlowpop@gmail.com)
    - Address:
      - 1380 County Road C
      - Scribner, NE 68057
- Submit by mail:
  - Photos on disk or flash drive
  - Original Signed Signature Page (signed by the submitter and project administrator)

#### **How are Mission Grants Chosen for Funding:**

- All mission grant applications are sent to the Nebraska North LCMS District President for approval to place on the ballot
- All approved applications are then reviewed by the Nebraska North LWML Mission grants committee
  - Grants are evaluated based on the following criteria:
    - How does the proposal spread the Word of Jesus Christ to its intended audience?
    - What is the current need for funding?
    - Will the project have a lasting impact on its audience?
    - Are the funds request appropriate for the funding requested?
      - Will there be supplemental funding from other organizations?
    - Does the project fit into the plans and projections of Nebraska North LWML and the LCMS
    - Is the project ready for implementation
- Selected applications are then placed on the Nebraska North District LWML Mission Grant Ballot
- Delegates to the Nebraska North District LWML Convention are presented with mission grant information prior to convention
- Delegates prayerfully consider grants to be funded
- Delegates vote on mission grants to be funded
- Grants are selected for funding based on Mission Grant Goal and # of votes received

#### **How are grantees notified of the application status:**

- At each step of selection – those grantees who will not be moving forward will be notified by email
- Following the Nebraska North District LWML Convention – held in June – all mission grant applications will be notified of their funding status
- Grantees will be requested paperwork outlining the project status at the time when funding becomes available.

#### **How can mission grant funds be repurposed**

- Any changes must be approved in advance by the LWML District Board of Directors

#### **Where should I direct my questions:**

- Questions should be directed to the Vice President of Gospel Outreach listed above

**Cover Page for Nebraska North LWML Mission Grant Proposals**

**Name of the Mission Grant:**

**Amount Requested:**

**Name of Agency (Person Submitting)**

**Affiliation with LCMS:**

**Contact Person:**

Name:

Street Address:

City:

State:

Zip Code:

Telephone #:

Email Address:

**Project Administrator:**

Name:

Street Address:

City:

State:

Zip Code:

Telephone #:

Email Address:

**Funds will be sent to:**

Name:

Street Address:

City:

State:

Zip Code:

Telephone #:

Email Address:

**Signature Page for Nebraska North LWML Mission Grant Proposal**

**Applicants must obtain the following signatures:**

Signature of Submitter:

Date:

Signature of Project Administrator:

Date:

**Vice President for Gospel Outreach will obtain the following signatures:**

Signature of Nebraska LCMS District President:

Date:

Signature of Nebraska North Vice President of Gospel Outreach:

Date:

Signature of Nebraska North District President:

Date: