

INSTRUCTIONS FOR MINNESOTA SOUTH DISTRICT LWML MISSION GRANTS PROPOSALS

A grant proposal may be submitted by LWML individual members, Units, Zones, or Conferences or LCMS-affiliated organizations.

1) HOW TO REQUEST FUNDS

a) Fill out the application form received from the District Gospel Outreach Chairman

Include the following information:

- (1) Dates and amounts of funds needed to initiate (or continue) the grant.
 - (2) Purpose(s) for which the funds will be used. Please be specific.
 - (3) Name of person or organization to whom the check is to be made payable.
 - (4) Name and address of person to whom the check is to be sent.
- b) Write a proposal. The proposal should have two elements—a resolution and an informational sheet.
- (1) The resolution should be concise and specific. It should include the grant goals, need for funds, and the amount of funds needed. It should be worded in the format of “WHEREAS,...” And “WHEREAS...” Be it “RESOLVED...”.
 - (2) The informational sheet should be detailed, giving background information of the needs, including photos relating to the grant proposal.
- c) Send in the grant proposal (application form, resolution, and informational sheet) by mail *or* e-mail.
- (1) Mail (10) ten copies and supporting photos to the Gospel Outreach Chairman: Beth Schuster, 3263 Sandeen Road, Arden Hills, MN 55112-7926
 - (2) E-mail to the Gospel Outreach Chairman: Beth Schuster at bdschust@msn.com
- d) The deadline for submitting proposals for the June 2010 convention ballot is January 15, 2010.

2) HOW LWML PROCESSES YOUR REQUEST

a) The project proposals are then studied by the District LWML Gospel Outreach committee, LWML President, and Pastoral Counselors, the District LCMS and the Synodical Mission Board. The final decision is made by vote of the delegates at the next District LWML convention.

b) Notification of grant selections will be made following the District LWML convention.

c) The Gospel Outreach Committee confers on selected mission grants quarterly about:

- (1) The amount of your request.
- (2) The availability of LWML funds. Payment will be made as funds are available.

3) USE OF FUNDS

a) Grants funds must be used for the purpose(s) stated in the project proposal. If a change should occur in the implementation of the project, please notify the Gospel Outreach chairman as soon as possible. Changes in a project are subject to the approval of the LWML District Board of Directors.

b) If delays in the project occur after funding has taken place, the funds should be returned to the District LWML until such time as the project may continue.

c) Project funds must be put into use within two fiscal bienniums, the biennium in which they were voted upon and the one following. If not used within that time, project funds are to be returned to the treasury of the LWML.

4) REPORTS

a) Please send regular progress reports to the Gospel Outreach chairman after the receipt of payments. Reports need not be lengthy, but we would appreciate being kept up-to-date.

b) When requested, supply material (photos and information on the project) for possible publication in the LWML *Women On a Mission* or posted on a display.

c) Upon completion of the project, please send a final evaluation and report to the Gospel Outreach chairman.

d) Please send acknowledgement of receipt of funds to the Gospel Outreach chairman.