

**GUIDELINES AND INSTRUCTIONS
FOR SUBMITTING MISSION GRANT APPLICATIONS
FOR THE MID-SOUTH DISTRICT LWML CONVENTION BALLOT**

INTRODUCTION

The purpose of this document is to answer questions about LWML Mid-South District mission grants application and the mission grants application selection process, as well as assisting with developing and submitting a grant proposal.

GRANT APPLICATION PREPARATION

1. RESOURCES FOR PROCEDURES AND SUPPORTIVE MATERIALS:

- People: Mission Grant and Mite Box Chairman on the local group, zone, and district levels of LWML. Presidents and Executive Committees on the local group, zone, and district LCMS Executive and Mission Board. LCMS Board for Mission Services.
- LWML MID-SOUTH DISTRICT bylaws: Article XIV Mission Grant Proposals.
- LWML Handbook: Mission Grant Proposals.

2. CRITERIA:

- It fits into the plans and projections of the Lutheran Church-Missouri Synod and the LCMS District.
- It is mission in emphasis, extending the ministry of the Word.
- It is current and ready for implementation.
- It is well documented.

3. GRANTS TO BE CONSIDERED INCLUDE BUT ARE NOT LIMITED TO:

- Mid-South District Mission congregations with buildings under construction, immediate needs, or large indebtedness.
- Special district ministries or other worthy causes within the district.
- Student Grants-in-Aid. (Note: The Mid-South District Mission Department will receive, review, and evaluate applications for and disburse approved funds for student aid.)
- Small self-supporting congregations who are struggling to retain self-supporting status.

- Worthy Lutheran organizations outside the district may be considered if there is not a sufficient number of grant applications within the district.

4. WRITING THE GRANT APPLICATION

Download the Grant Application

- The grant application can be found at <http://www.midsouthlwml.org/grantinfo/LWMLMid-SouthDistrictGrantRequest.pdf>
- Download a copy of the Mission Grant application.
- Save it to a file name that indicates the name of the grant.

Grant Summary

- Grant Title: Name for the grant that is descriptive of its purpose (limit of 50 characters, including spaces and punctuation marks).
- Amount Requested: Monetary amount requested for the grant.
- Organization Being Helped
- Grant Funds Will Impact Lives: Inside or Outside the United States?
- Geographic Area of Impact: Does the grant affect a city? Country? World?
- Estimated Number of Lives being Impacted by this Grant: A range of numbers is acceptable.
- Demographic of Lives Impacted by this Grant: Does this grant affect a certain age, gender, ethnicity, income level, nationality, etc.?
- Purpose of Grant Funds: i.e. programs, scholarships, training, ministry, specific supplies (limit of 100 characters, including spaces and punctuation marks).

Submitter Information

- Submitter Type: LWML Member, LWML Local Group, LWML Zone, LCMS Mid-South District, LCMS Organization, LWML Local Group Sponsored Organization
- Submitted By Name, address, phone, and email.

Grant Administrator Information (must be a person or an organization that is in the United States)

- Grant Administrator Name, address, phone, and email of the grant administrator.
- Name to which the grant check should be made payable.

LWML Local Group Information

- LWML Local Group President Name
- LWML Local Group Name
- LWML Local Group President's Phone and Email

LWML Zone Information

- LWML Zone President Name
- LWML Zone Name
- LWML Zone President's Phone and Email

LCMS Congregation Information

- LCMS Congregation Name, Address, City, State, and Zip Code
- LCMS Congregation Pastor Name, Phone, and Email

DETAILED INFORMATION PAGES MUST INCLUDE

- The names and comments of persons having special knowledge of the ministry.
- Descriptive information about the grant.
 - Who will be impacted, what is the purpose, where is it located, why is it needed, and how will mission grant funds assist?
 - What is the mission emphasis of the grant? How will it spread the Gospel of Jesus Christ?
 - Who is the governing body to whom the organization regularly reports? If there is a connection to an LCMS Office of Missions, an RSO, an LCMS congregation or district, or a partner church, please include that information.
 - How will this mission be sustained after the grant monies are used?
- Financial statement or budget which may include:
 - Cost of land, facilities, construction, equipment, etc.
 - Amount of salaries, scholarships, etc.
 - Total amount and source of remaining funds if funding is only partial.

The Detailed Information Pages can be no more than five (5) total pages. One document with five pages or five documents at one page each. While PDF format is preferred, Word documents (.doc or .docx) and Excel files (.xls or .xlsx) will also be accepted.

PHOTOGRAPHS

- Attach no more than seven (7) high-resolution photographs in JPG or JPEG format. Each photograph should be landscape orientation, and no larger than 3MB in size.
- The file name for each photograph should not contain spaces, commas, dots, or special characters.
- Prepare descriptive captions for each photograph, limiting the length to 500 characters per photo, including spaces and punctuation marks.
- Complete a copy of the photo release form included with the required signatures for each of the pictures where individuals are in the photo. A pdf of the photo release form is available at [https://www.midsouthlwml.org/web_documents/LWML_MS_D_Photo_Release_Form%20\(1\).pdf](https://www.midsouthlwml.org/web_documents/LWML_MS_D_Photo_Release_Form%20(1).pdf). See Step 5 (below) for how to submit the photo release forms.

5. SUBMITTING THE GRANT APPLICATION:

- **For LCMS Mid-South District and LCMS Organizations not sponsored by a Local Group**
 - Email the Grant Application and any attachments including photo release forms for any photos where individuals are included to missiongrants@midsouthlwml.org
- **For Local Group sponsored Mission Grant Applications**
 - Email the Grant Application and any additional attachments including photo release forms for any photos where individuals are included to your LWML Zone President. The LWML Zone President then will email everything that was sent to them to missiongrants@midsouthlwml.org.

6. SIGNATURE DOCUMENT (ONLY FOR LWML LOCAL GROUP SPONSORED GRANT APPLICATIONS)

- For Local Group sponsored Mission Grant Applications
 - Once the Mission Grant Chair has received the Mission Grant Application with all accompanying documents, after reviewing all documents she will send a request for the Local Group's President, the LCMS Congregation Pastor, and the LWML Zone President to sign the signature document using Adobe E-Sign tool.
 - She will also send an email to the parties that need to sign informing them of the E-sign request with instructions on how to E-sign.
 - When this request is received by each party, they need to sign where they are requested to sign.
 - After everyone has signed the document, everyone, including the Mission Grant chair, will get a copy of the final document.

7. EXAMPLES OF MISSION GRANT APPLICATION

There are three examples on the website. They are as follows:

- [LWMLMidSouthDistrictGrantRequestExample1.pdf](#)

This is an example of a LWML Local Group Sponsored Organization grant request. The submitter and grant administrator have the same information. The grant application requires the LWML Local Group, LWML Zone President, and the Local Group's Congregation information.

- [LWMLMidSouthDistrictGrantRequestExample2.pdf](#)

This is an example of a Mid-South LCMS District grant request. The only information needed are the Grant Summary, Submitter Information, and the Grant Administrator information.

- [LWMLMidSouthDistrictGrantRequestExample3.pdf](#)

This is an example of a LWML Local Group grant request. The submitter and grant administrator information are different. The grant application requires the LWML Local Group, LWML Zone President, and the Local Group's Congregation information.