



LUTHERAN WOMEN'S MISSIONARY LEAUGE

FLORIDA GEORGIA DISTRICT  
2018-2020 GENERAL GUIDELINES FOR  
SUBMITTING MISSION GRANT PROPOSALS

WHO MAY SUBMIT A GRANT PROPOSAL

1. Individual LWML members
2. LWML Societies
3. LWML Zones
4. District and Synodical Boards

CRITERIA FOR MISSION GRANTS

1. Be mission in emphasis extending the ministry of the Word.
2. Fit into plans and projections of the Florida-Georgia District Lutheran Church Missouri Synod.
3. Be limited to projects where no adequate funding has been provided for in District or Synodical budgets.
4. Be current and ready for implementation.
5. Be well documented.
6. Proposals from organizations, other than our LCMS seminaries, that are currently receiving funding from LWML or the LWML FL-GA District will not be considered

IDEAS FOR MISSION GRANTS

1. Worthy Lutheran organizations outside the district may be considered if there are not a sufficient number of grant applications within the district.
2. Agencies, organizations and programs that help LWML members to serve, to grow and to spread God's word
3. Special ministries that meet specific needs of the under-privileged, aged, mentally challenged families, youth, etc.
4. Educational institutions of the Lutheran Church-Missouri Synod, such as seminaries, schools, etc.
5. Facilities that serve as an instrument in extending the Kingdom of God, such

as day care facilities, preschools etc.

6. LCMS Mission Project Opportunities are available from the LCML Office of National Mission or Office of International Mission. The LWML Projects Bank, which is accessible through our District President, provides a list of previously approved that are ready for funding.

#### RESEARCHING MISSION GRANT PROPOSAL

1. Study requirements in District Bylaws.
2. Contact the person in charge of the agency, organization, program, etc that you propose to help and get their input.
3. Get written approval from contact person.
4. Gather necessary facts and assemble supportive materials to submit with the Mission Grant Proposal.

#### SUBMITTING MISSION GRANT PROPOSAL

1. Complete the LWML Mission Grant Information Form. If a grant proposal is submitted from outside the Florida-Georgia District, it must be submitted through a Florida-Georgia District LWML member, society or zone.
2. The Proposal itself must be written in resolution form using no more than four (4) "Whereas" statements with a limit of 1200 characters and one specific and concise resolution word as follows:

RESOLVED, that the delegates gathered at the 2018 Lutheran Women's Missionary League FL-GA District Convention in Orlando, FL , vote the sum of \$ [insert amount] to help fund [insert the project or cause].

3. LWML Mission Grant Information Form must be signed by person submitting proposal and by either local FL-GA pastor or Zone counselor.
4. Resolution should be concise and specific, accurate, complete and current information and should include the following:
  - A. Project Goal
  - B. Needs-both spiritual and monetary.
  - C. Purpose for which requested funds will be used.
  - D. Dollar amount of funds requested. Maximum for any request is \$10,000.
5. Submit a 40-word summary of your grant including the name of your organization and the purpose of your grant funds. This will be used in delegate materials.

#### PROCESSING PROCEDURES

Submit one (1) hard copy containing original signatures via mail. In addition, send all documents via electronic mail to The VP for Mission Grants by March 15, 2018, making sure the Resolution is in a Word document (not .pdf) so it can be reformatted for the Convention Manual. This date will be strictly observed and any incomplete Mission Grant proposals will not be considered. Eight to ten (8-10) clear photographs in .JPEG format with detailed explanations are to be emailed at the same time.

1. Mission Grant VP sends the completed file of grant proposals to the Executive Director for Outreach of the Florida-Georgia District Lutheran Church-Missouri Synod for his evaluation and approval to assure that the grant proposals are truly mission in character and merit the consideration of the LWML Florida-Georgia District.
2. The Mission Grant Committee investigates and evaluates each Mission Grant proposal presented for consideration and selects those grants to be considered for placement on the ballot.
3. VP for Mission Grants submits selected grant proposals to the Florida-Georgia Executive Committee for review and approval.
4. Proposed Mission Grants in their resolution form, once approved by the Executive Committee, are then sent to the Vice President for Communications for inclusion in the Convention Manual.
5. VP for Mission Grants submits the list of approved Mission Grants to the parliamentarian.

#### FINAL PROCEDURES

1. Following District Convention, all individuals who submitted Mission Grant Proposals will be contacted and advised of the status of their Mission Grant.
2. Those whose Mission Grants were selected will be sent instructions on how to request funds and their future reporting responsibilities.

LUTHERAN WOMEN'S MISSIONARY LEAGUE FLORIDA-GEORGIA DISTRICT  
2018-2020 MISSION GRANT INFORMATION FORM

1. NAME OF MISSION GRANT: \_\_\_\_\_

2. FUNDS REQUESTED (Maximum \$10,000.): \_\_\_\_\_

3. ATTACHMENT #1 RESOLUTION

Prepare proposal in Resolution form on a separate paper and attach to this form.

4. ATTACHMENT #2 DESCRIPTION

Attach a description of proposed project, along with any other information helpful for evaluating the project, including information as to whether this grant has received previous LWML funding, what percentage of the project does the grant cover, and how will the remainder be funded.

5. PROJECT ADMINISTRATOR: \_\_\_\_\_

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

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

PHONE: (     ) \_\_\_\_\_ E-Mail \_\_\_\_\_

6. FUNDS TO BE SENT TO: \_\_\_\_\_

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

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

PHONE: (     ) \_\_\_\_\_ E-Mail \_\_\_\_\_

7. SUBMITTED BY: \_\_\_\_\_

(NAME OF INDIVIDUAL, SOCIETY, ZONE, BOARD, ETC.)

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

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

PHONE: (     ) \_\_\_\_\_ E-Mail \_\_\_\_\_

8. REQUIRED SIGNATURES:

\_\_\_\_\_  
PRINT NAME OF INDIVIDUAL SUBMITTING PROPOSAL

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME OF LOCAL PASTOR OR COUNSELOR

\_\_\_\_\_  
SIGNATURE

9. MAIL ONE (1) COPY and E-MAIL ALL PAGES TO: VICE PRESIDENT  
MISSION GRANTS

\_\_\_\_\_  
Gayle Caruso, Vice President Mission Grants, 2732 SW 45<sup>th</sup> St., Ft. Lauderdale, FL 33312  
[gaylecaruso@gmail.com](mailto:gaylecaruso@gmail.com) 954-962-4186