



## **LWML IOWA EAST DISTRICT MISSION GRANT GUIDELINES**

Grants must have a mission focus that is LCMS supported. Without this emphasis, the proposal will not be considered by the Mission Grants Committee.

**Proposals should be condensed to no more than 1/2 page.** Supporting documents explaining the grant proposal can be as detailed as necessary. The proposal should be written succinctly.

A sponsor from the district (IED President or Synodical District President) will sign the proposal after submission. **Grants submitted by LCMS World Missions, LWML IED Student Aid and LWML IED Seminary Aid grants do not need this signature.**

Grant amounts for seminary students and student aid scholarships will be set at the discretion of the Grants Committee, with LWML IED board approval.

Grant proposals will be reviewed by the Grants Committee, including the LWML IED President and Vice President of Gospel Outreach, before the November district board meeting. The President of Iowa District East will also review and sign the grants before they are presented to the LWML IED board. Following approval at the November board meeting, the grant proposals will be voted upon at the LWML IED convention.

Proposals should be written referencing groups or organizations (not specific persons) that will benefit from the grant monies. Sponsors will be expected to sign the proposal.

**SUBMIT GRANT PROPOSAL BEFORE  
NOVEMBER 1, 2021**

## HOW TO WRITE A PROPOSAL

A proposal has several parts --- the goals, needs (*each listed separately*), summary of purpose, and the resolution. **Proposals are limited to ½ of an 8.5” x 11” page.**

### **EXAMPLE:**

**WHEREAS**, The Great Commission of our Lord and Savior, Jesus Christ, commands us to reach out to all at home and abroad (**goal**); and

**WHEREAS**, professional church workers are necessary to the church to carry out this command (**need**); and

**WHEREAS**, the dormitory facilities at \_\_\_\_ (place) \_\_\_\_ are badly in need of remodeling (**need**); and

**WHEREAS**, the \_\_\_\_ (name) \_\_\_\_ board is aware of this need and voted approval but are unable to fully finance the cost (**summary**); therefore, be it

**RESOLVED** that the Iowa East District Lutheran Women’s Missionary League adopt as one of its mission grants for the 2022-2024 biennium the sum of \$\_\_\_\_\_ to enable this building program to begin.

\_\_\_\_\_  
Signed by individual, Society President  
or Zone President

\_\_\_\_\_  
Approved by and signed by home  
Pastor or LCMS Mission member

**Please include address and phone numbers.**

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**MAIL OR EMAIL: Proposal and “Directory of Grant Personnel” form to the VP of Gospel Outreach before NOVEMBER 1, 2021.**

**IF YOU HAVE FURTHER QUESTIONS: Contact the VP of Gospel Outreach, Jeanette Kreutner.**

**VP of Gospel Outreach  
Jeanette Kreutner  
2774 Highway 38  
Hopkinton, IA 52237  
vpgospeloutreach@lwml-ied.org**

**DIRECTORY OF GRANT PERSONNEL**

NAME OF PROPOSED GRANT \_\_\_\_\_  
AMOUNT REQUESTED \_\_\_\_\_

SUBMITTED BY: LWML Member \_\_\_\_\_ LWML Society \_\_\_\_\_, LWML Zone \_\_\_\_\_,  
LWML District \_\_\_\_\_, Synod Board \_\_\_\_\_ (CHECK ONE ONLY)

NAME OF SUBMITTER \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ CONGREGATION \_\_\_\_\_  
EMAIL \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

GRANT ADMINISTRATOR \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_

FUNDS TO BE SENT TO \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_

\*\*\*\*\* **For District Use** \*\*\*\*\*

LWML IED PRESIDENT Margaret Kistler  
STREET ADDRESS 15254 80th St  
CITY Olin STATE IA ZIP 52320  
PHONE 319-484-2901 home EMAIL [president@lwml-ied.org](mailto:president@lwml-ied.org)  
SIGNATURE \_\_\_\_\_

SYNODICAL DISTRICT PRESIDENT Rev. Dr. Brian Saunders  
STREET ADDRESS 1100 Blairs Ferry Rd  
CITY Marion STATE IA ZIP 52302  
PHONE 319-373-2112 EMAIL [bsaunders@lcmside.org](mailto:bsaunders@lcmside.org)  
SIGNATURE \_\_\_\_\_

# **IOWA EAST DISTRICT LWML**

## **A Question and Answer Guide to Submitting a District Grant Proposal**

### **WHO MAY SUBMIT A GRANT PROPOSAL?**

Any individual LWML member, society, zone or district; and any national synodical board of the LCMS may submit a grant proposal.

### **WHERE WILL I GET IDEAS FOR A MISSION GRANT?**

- Correspondence with missionaries
- Study community needs and related programs for special opportunities to help others find their Savior
- Search out educational needs in the LCMS school system
- Contact the Mission Grant Chairman for the LWML District

### **ONCE I HAVE AN IDEA, WHAT DO I DO?**

Research the project thoroughly, asking these questions...

- Does it fall within the criteria for LMVWL mission grants?
- Is it mission in emphasis... Does it extend the ministry of the Word?
- Does it fit into the plans and projections of the LCMS?
- Is it current and ready for implementation... Is it well documented?
- Does the grant have the approval of its governing body?

Contact people involved. Ask questions such as...

- Are there other funding sources? If this is partial funding, who will fund the remainder of the project (break down into amounts and percentages)?
- Who will be the contact person if the grant is adopted?
- Who or which agency will implement, administer the funds, conduct the follow-up? Include all contact information (mailing address, email, phone, fax) of each person or agency.
- Is there a budget of the proposed program?
- What are the salary, scholarship (etc.) amounts?
- How many people will benefit from this grant?

### **NOW THAT I HAVE THE INFORMATION, HOW DO I PREPARE A PROPOSAL?**

Your grant proposal should contain **six copies of each of...**

***The information paper...*** should be detailed and include all of the pertinent information you have gathered and any other information you think is important

***The proposed resolution...*** should be concise and specific as to amount of money and for what purpose.

### **WHAT HAPPENS NEXT?**

The proposal is prepared for presentation to the members of the Mission Grants Committee in the fall. The proposals are reviewed according to the guidelines. They are then presented to the Iowa East District LWML Board for consideration and approval. From there, they are presented to the Iowa District East Synodical Board for approval.

All project recipients are notified when their proposal is placed on the ballot and after the convention to indicate acceptance or denial. The process for requesting payment of funds is outlined at that time.

### **WHAT ELSE CAN I DO?**

Support all of the grants with prayers and Mite offerings! Keep informed about specific needs in the world that the Lord has put before us. Rejoice that we have such great opportunities for service in the LWML. Continue to **SERVE THE LORD WITH GLADNESS!**