



CHESAPEAKE DISTRICT LWML MISSION GRANT PROPOSAL GUIDELINES 2024

MISSION GRANT PROPOSALS MAY BE SUBMITTED BY: Individual LWML members, societies or zones within the Chesapeake District; Chesapeake District congregations; or LCMS-Southeastern District boards.

GRANT PROJECT CRITERIA:

- **Has mission emphasis, extending the ministry of the Word**
- **Fits into the plans and projections of the LCMS, SED**
- **Is located in OR supported by a congregation in the Chesapeake District**
- **Is current and ready for implementation**
- **Has available support for continued maintenance of the project**

A MISSION GRANT PROPOSAL MUST INCLUDE:

1. The RESOLUTION It should be concise and **specify the actual usage of the mission grant funds.** Include grant goals, needs, purpose for which the funds will be used and the total amount requested. The recommended format for the resolution and a sample resolution are included with this material.

NOTE: The maximum amount which may be requested is \$6000.

2. The INFORMATION PAPER

It should give details about the grant with substantiating background. Include:

- Person or group responsible for implementing the grant and administering funds (with mailing address listed)
- Current need, financial support and where requested funds fit into the overall mission
- Source of additional funds, if applicable
- Assurance of continued support and maintenance of the grant project.

Please include instructions regarding the appropriate payee for the grant check, the address where the check is to be sent, and contact information for the responsible person receiving the grant check to verify receipt.

3. PICTURES

Include 4-6 digital color photographs and photo release form illustrating the scope of the grant.

PROPOSALS MUST BE RECEIVED BY March 15, 2024.

EMAIL an electronic version of all documents (including digital photographs) to:
Portia Tomlinson pstomlinson1@gmail.com

NOTE: IF all documents have been emailed, mail only a SIGNED RESOLUTION.

OTHERWISE: Mail ONE SIGNED copy of the entire mission grant proposal to:
Portia Tomlinson, Vice President Gospel Outreach – LWML Chesapeake District
1013 Stokes Dr. Roanoke, VA 24019

TIPS ON PREPARING A SUCCESSFUL PROPOSAL

The LWML Chesapeake District Executive Committee will consider the following:

- Does the grant project help us reach the unreached with God's Word and Sacrament?
- Does it minister to individuals or groups with special needs – the homeless, the disabled, cross-cultural populations, etc.?
- Does it encourage and support preparation for Christian ministry?
- Does the project wisely use Mites to reach many?

Needs less likely to be funded as grants are:

- Salaries,
- Building costs,
- Routine maintenance of property or buildings,
- A large project without specifics as to the mission grant's purpose/use
- Production of new materials where good materials are available from other sources

Write the RESOLUTION using the format provided. Only the resolution appears in the convention manual and it is strictly limited to one page, so clear concise wording is a must!

Keep the INFORMATION PAPER as brief as possible. The additional information we ask for should require one to three pages, no more. **Do include the name/position & address in the United States to which the funds should be delivered when available.**

Provide CLEAR DIGITAL pictures! Digital photographs are required for use in preparing the video/slide presentation on proposed grants for the convention in **September 2024**.

Observe the March 15, 2024 closing date. We will not accept proposals after this date. After a review of the proposals by the Executive for Mission and Ministry of the LCMS Southeastern District, the LWML Chesapeake District Board of Directors will meet in **May/June 2024**, to select the Grant Proposals to appear on the ballot for the **September 2024** District Convention. All submitters will be notified of the status of their proposals following this meeting.

Grant Proposals on the convention ballot will be selected by plurality vote. Grants will be ranked and paid in order of rank as funds are received by the District. Our bylaws require funds to be dispersed or put to use within a four-year period from the time of the vote. The convention voting body may extend this time for special circumstances. When changes occur in the plans of an adopted project, the Board of Directors **should be notified in writing and** has the prerogative to reconsider the project.

If you have further questions, contact **Portia Tomlinson –Vice President, Gospel Outreach**, at 540/529-8607 or by email @ Pstomlinson1@gmail.com.

Ongoing information is also available at www.lwmlchesapeake.org

REQUIRED FORMAT AND CONTENTS OF A GRANT RESOLUTION

WHEREAS, The Chesapeake District Lutheran Women’s Missionary League desires to spread the word of God through Mission Grants **and**

WHEREAS, (*This statement should reflect the goals of the grant in reference to spreading God’s word*), **and**

WHEREAS, (*This statement should contain the total requirements of the project, not just that portion for which funds are requested*), **and**

WHEREAS, (*This statement should contain the funds or work to be provided by the organization requesting the funds*), **and**

WHEREAS, (*This statement should contain the items or services for which the funds will be used*),

BE IT THEREFORE RESOLVED That the Chesapeake District of the Lutheran Women’s Missionary League adopt as a grant the allocation of \$_____ to (*The name of the organization*) for (*The name of the grant project or a very short description.*)

SUBMITTED BY: (*Organization, name, address, email, and signature*)

NOTES: The resolution should be a single page.

There may be additional “**WHEREAS**” statements provided the resolution fits on one page.

The **portions/words** above that are in **BOLD** are to be included as **indicated/shown**.

Those portions above that are in (*parentheses*) are to be completed by the submitter within the guidelines stated.

The maximum amount of funding to be requested is \$6,000.

Sample Resolution following the recommended format

LET FREEDOM RING LUTHERAN SCHOOL DELMARVA, VIRGINIA
GRANT PROPOSAL

WHEREAS, The Chesapeake District Lutheran Women’s Missionary League desires to spread the word of God through Mission Grants **and**

WHEREAS, Let Freedom Ring Lutheran Church, Delmarva, VA desires to reach the community through the establishment of a preschool for the instruction and nurture of God’s children, **and**

WHEREAS, The establishment of a preschool requires alterations to existing classrooms, and the purchase of equipment and learning materials, **and**

WHEREAS, Let Freedom Ring Lutheran Church has provided start-up funding for the preschool including building alterations, some basic equipment, and supplies and advertising, **and**

WHEREAS, Tuition income is expected to cover most of the remaining expenditures with the exception of some large pieces of equipment and other one-time purchases,

BE IT THEREFORE RESOLVED That the Chesapeake District of the Lutheran Women’s Missionary League adopt as a grant the allocation of \$3,500 to Let Freedom Ring Lutheran School for use **in purchasing one-time start-up needs for the preschool to reach out to** its surrounding community through the teaching of God’s word and instruction in basic preschool skills.

SUBMITTED BY: Let Freedom Ring Lutheran Church 2000 Epiphany Drive Delmarva, VA 12345-6789 capeake@lutheran.org

Chester A. Peake

Pastor, Chester A. Peake

PHOTO RELEASE FORM

I, _____ with a mailing address of _____

_____ City of _____, State of _____

(the "Releasor") grant permission and consent to _____

_____ (the "Releasee") for the use of the following photograph(s) as identified below for presentation under any legal condition, including but not limited to: publicity, copyright purposes, illustration, advertising, and web content:

Describe photos

Sign

Date

ACCOUNTABILITY REQUIREMENTS FOLLOWING RECIPIENT'S RECEIPT OF MISSION GRANT FUNDING

In fairness to the members of the Chesapeake District who fund the mission grants through the giving of mites, it is only reasonable that they receive accountability for their mite donations well spent. It is the duty of the Vice President of Gospel Outreach to provide accountability to the Chesapeake District Executive Board, and so to all members of the Chesapeake District.

Funds are to be used within 2 years of receipt.

To provide this accountability, the recipient of the mission grant funds is expected to provide the following information to the LWML Chesapeake District Executive Board through the Vice President of Gospel Outreach within six months of receiving funding for their mission grant:

- a communication noting receipt of the mission grant funds to VP of Gospel Outreach upon receipt of said funds.
- an itemized account of the grant funds uses/expenses (statements/invoices).
- the expenses should clearly reflect the original request of the grant proposal.
- the accomplishment of goals as specified in the grant proposal should be explained/noted.
- digital photographs showing the installation and/or usage and/or results of items funded
- any other relevant information that may be published in our Chesapeake District newsletter, "The Chesapeake Breeze", and/or of use to show accountability to our LWML members online, by email, and/or by other methods in everyday use.

Where possible, bearing **security of information** in mind, email is the preferred form of communication. We rejoice in hearing news from our Mission Grant recipients at any time. Our prayers are with you always.