

## **GUIDELINES FOR SUBMITTING MISSION GRANT PROPOSALS to ABC District LWMLC**

**BEGIN EARLY! Deadline September 30 prior to the convention year.**

**PLEASE USE THESE CRITERIA.**

- Does it have a mission emphasis? (it should be clearly mission)
- Will the project actually give the opportunity to hear and know Jesus Christ?
- Will God's Kingdom be extended because of this project?
- Is it in harmony with the plans of the LCC or LCMS?
- Are we just contributing to another agency or organization?
- Is the financial need real? Can it be obtained from another source?
- Is the project ready to go or just a "good idea"?

**WHO MAY SUBMIT A PROJECT PROPOSAL?**

- Any individual LWMLC member, a society, zone, district or synodical board may submit a proposal.

N.B. IT MUST BE APPROVED AND SIGNED BY ZONE PASTORAL COUNSELOR.

**WHERE WILL I GET MY IDEAS FOR A MISSION PROJECT?**

- From missionaries in the field.
- From the Mission Grants Bank available from District Christian Mission chairman.
- From special ministries in your community to the underprivileged, minorities, aged, handicapped, etc.
- From Pastors, District Mission Board of LCC, catalogue "Sharing God's Mission"
- Educational needs of ABC District of LCC.

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

**Research the project thoroughly.**

- Does it meet the criteria above?

**Speak or write to the people involved.**

- Ask such questions as: Are there any other funding sources? If this is a partial funding, who will fund the remainder? Who will be the contact person if the project is adopted? Will this person implement, administer the funds and conduct follow-up? If not, who will? Will continued support be assured after District LWMLC monies for this grant are expended? What is the exact cost of land, facilities, equipment, etc.? Is there a budget for the program? What are the amounts of salary, scholarship, etc.? How many people will benefit from this project?

**\*\*\*THE PROPOSAL MUST BE WELL-DOCUMENTED AND DESCRIBED WHEN SUBMITTED\*\*\***

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

Your grant proposal must be submitted will have two parts:  
The Information Sheet and the Resolution.

### **The Information Sheet**

It should be DETAILED and include all the information you gathered following the guidelines above. The more information you send, the more chance your proposal has of being chosen. If the project is outside of Canada, YOU must obtain approval from LCMS or LCC Mission Board. It is up to YOU to research and check details thoroughly BEFORE submitting a proposal.

### **The Resolution**

It should be concise and specific. The following is an example of a grant proposal.

- PROPOSAL: To provide Christian videotapes for the Chaplaincy Department of the Federal Penitentiary in Last Hope, BC
- WHEREAS: We, the Church, are commanded by Jesus Christ to minister to those in prison (Matthew 25: 31-46), and
- WHEREAS: The chaplaincy service has been set up to fulfill this command for us and we desire to support this ministry, and
- WHEREAS: The very real need for Christian education in prison ministry can be served by use of video, therefore be it
- RESOLVED: That the ABC District LWMLC, in Convention, grant \$ 1500 for the purchase of Christian videotapes for Last Hope Penitentiary, B.C.

Please include —

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|---------------------------------------|---|
| Submitted by:                         | Bigheart LWMLC Society                          |
| Name of Contact Person:               | Mrs. Ima Luv                                    |
| Address of Contact:                   | Box XOXO<br>Person Bigheart, B.C. (Postal Code) |
| Phone Number of Contact:              | (604) 444-1111                                  |
| Signature of Zone Pastoral Counselor: | Rev. Care-a-Lot                                 |

### **NOW WHAT DO I DO?**

Save a copy for your records, mail a completed and signed copy to Marilyn Witte, Vice-President, Christian Mission, 14104 - 123<sup>rd</sup> Street, Edmonton, AB T5X 4K3 before September 30 of the year preceding the convention. E-mail a completed copy to her at [vpchristianmission@abc-lwml.ca](mailto:vpchristianmission@abc-lwml.ca) before the same date.

### **WHAT HAPPENS TO MY PROJECT WHEN IT IS RECEIVED?**

- It is dated and checked to make sure it includes all necessary information and follows the guidelines.
- It is evaluated by the Christian Mission Committee, approved by Synodical District President, District Mission Board Chairman, President and Counselor of District LWMLC and then presented to the LWMLC District Board of Directors.
- All submitters are notified whether or not their proposal has been accepted for placement on the ballot at the District Convention. Those on the ballot will be notified of acceptance or rejection after the convention.

### **IF I STILL HAVE QUESTIONS, WHAT DO I DO?**

- Read the Mission Grants Booklet in your Resource Folder.
- Contact the Vice President for Christian Mission, ABC District LWMLC
  - Marilyn Witte, [vpchristianmission@abc-lwml.ca](mailto:vpchristianmission@abc-lwml.ca) 780-457-1499