



# Mission Grant Guidelines

**SUBMIT by: November 15, 2023**

## **GUIDELINES FOR MISSION GRANTS**

It's time again for your society to exercise the privilege of submitting mission grant suggestions. There are many needs to be met in our urban and suburban areas and many opportunities for us to assist others in programs that encourage and support them.

We look forward to receiving suggestions from you for grants which will be voted on at the 2024, LWML New Jersey District Convention. Please follow the guidelines which appear below.

## **GUIDELINES FOR SUBMITTING NEW JERSEY DISTRICT MISSION GRANTS FOR THE LWML NEW JERSEY DISTRICT CONVENTION, 2024**

1. The grant should be **mission** focused. This means that the project would extend the ministry of the Word and not a purely humanitarian concern.
  - a. Here are some questions to ask when you consider your grant:
    1. How will this help spread the Gospel?
    2. Who will benefit from this grant? Focus on people, not things.
    3. Is this where God would have these monies used?
    4. Where is help available? Who else may be helping to support this grant?
    5. Is the grant ready for implementation?
2. Grants may be proposed by individual members, societies, zones, organizations, or Synodical Boards.
3. Grants shall be limited to those for which no adequate provision has been made in the budget of the District or Synod and shall be completed within the biennium in which they are adopted. Extended time will be given to those approved grants receiving funds near the close of the biennium.
4. Grants which involve mission work in sister churches:
  - a. Should be approved by the NJ District Committee of Mission
  - b. Should not impose our ideas of what their needs might be.
5. Grants should be well documented:
  - a. The need and purpose clearly stated.
  - b. Person, persons, or office receiving funds implementing the grant and reporting progress should be clearly designated. In most cases, District grants will be cleared through the District Office.
6. One copy of the grant application should be submitted in Resolution form to the Vice President of Gospel Outreach, LWML New Jersey District along with pictures in a j-peg format.
  - a. The Resolution should be concise and specific
  - b. Include the following:
    - Grant Goals; The need and purpose for which the requested funds will be used;
    - and the amount of funds needed.

## NEW JERSEY DISTRICT LWML GRANT PROPOSALS

Grant proposals may be submitted by individual members, member societies, zones, and Synodical Boards. All proposals must be submitted to the Vice President of Gospel Outreach for Mission Grants by November 15<sup>th</sup> of the year preceding the LWML New Jersey District Convention. The VP of Gospel Outreach then submits all suggested Mission Grants to the Board of Directors Committee at its January meeting for review of Grant Proposals. The Grant proposals recommended by LWML NJ District Board of Directors shall be sent to the Board of Directors of the NJ District of the LCMS for approval.

Preparing a grant proposal:

1. Prepare a grant in resolution form; for example:

WHEREAS, Christ in His Holy Word has charged us to reach out to all nations;  
and

WHEREAS, Educated Christian youth are a means of propagating His Work to  
future generations; and

WHEREAS The Lutheran Church of \_\_\_\_\_ is aware of the need, has  
voted approval, and has \_\_\_\_\_; and

WHEREAS The Lutheran Church-Missouri Synod Board for Missions has  
approved the grant; therefore be it resolved

WHEREAS That the Lutheran Women in Mission will vote the sum of \$ \_\_\_\_\_  
to help fund \_\_\_\_\_.

2. Make the resolution concise but specific. Include grant goal needs, amount of funds required, and purpose(s) for which the money will be used.
3. Prepare a separate detailed information paper on the grant. Include names and comments of persons having special knowledge of grant and applicable information such as:
  - Cost of land, facilities, construction equipment, etc.
  - Amount of salaries, scholarships, etc.
  - Total amount and source of remaining funds if funding is only partial:
  - Organization or person responsible for implementing the grant or administering funds.
  - Organization or person responsible for continued maintenance and support.

Please note: Funds for a mission grant must be dispersed or put into use within the biennium they were voted on. Extended time will be given to Grants receiving funds near the close of the biennium.

Please forward Grant application to: **Joanne Naumowicz: Email: [joanne.naumowicz@gmail.com](mailto:joanne.naumowicz@gmail.com)**  
**Or mail application to Joanne Naumowicz - LWML NJ District, VP of Gospel Outreach**  
**16 Dogwood Drive Newton, NJ 07860**

**SUBMIT BY: November 15, 2023**

**RE: Mission Grants Proposals August 2024 Convention**

Although it seems as if we just finished the August 2022 New Jersey District LWML Convention, the **August 2024 Convention** will be here before we know it. Now is the time to look for New Mission Grant proposals. We once again have an opportunity to seek out places where our Mites can make a difference in spreading the Gospel within our New Jersey District and possibly beyond our geographical boundaries.

Since funding from Synod and District for Missions continues to be limited, we should continue to seek mission-oriented programs which will fit the stipulations of our bylaws for grants that might not happen without our aid. In submitting grants proposals, please pay attention to these specific details:

1. Make sure the information is submitted **NO LATER than November 15, 2023.**

The job of reviewing all the proposals will be greatly facilitated if all grant proposal applications and supporting materials are received by this date. It will be very disappointing to return grant proposals simply because they were not submitted on time!

2. **Attention Zone Presidents:** I have prepared a copy of the grant proposal form for your societies; please distribute them as soon as possible to give groups ample time to draw up their grant requests. Please familiarize yourself with the applicable bylaws for projects and sign each application that you believe fits the guidelines. This will weed out those proposals that obviously do not fit the criteria. We will once again, as stated in the bylaws Article XVI, Section 1, be looking for grants primarily within the LWML N.J. District geographical area. We will consider requests for missions beyond these areas as monies allow.

3. Sometimes a proposal which initially does not appear to fit the guidelines may be rewritten or re-structured in order to fit within the guidelines. If you have a question, please contact me early.

4. Since we have limited funds to allocate for mission grants, our informal cap in the last few bienniums has been set at \$3,000/grant. If a proposed project requires additional funding, please investigate other available resources to assure supplemental funding for the difference to assure acceptability of your proposal.

5. Pray for discerning vision so that we may recognize opportunities to do God's work here where we live. Speak with your fellow congregational members for ideas.

6. Finally, be mission-minded and be creative.

May God bless you in this process, so that in August 2024 we will have a rich assortment of Kingdom-furthering proposals to choose.

**APPLICATION FORM FOR LWML NJ DISTRICT GRANT PROPOSAL FOR 2024-2026**

**1. SUBMITTED BY:** (Society, Zone, or Individual LWML Member, Organizations, Synodical Boards)

\_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Email address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**2. AMOUNT OF GRANT REQUESTED:** \_\_\_\_\_

**3. BRIEF DESCRIPTION EXPLAINING NEED FOR THE GRANT:** List the name of person (specific) receiving the grant; description of items to be purchased; amounts for each; explanation of how the item(s) will further the mission of LCMS and spread the Word. Use the back of this form and any additional pages as needed for a complete description.

**Description of Grant:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Items to be Purchased by Grant and Cost of Each Item:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How items will be used as Gospel Outreach to spread God's Word and the Mission of LCMS:**

\_\_\_\_\_

\_\_\_\_\_

**Grant Recipient:** \_\_\_\_\_

**Address of Recipient:** \_\_\_\_\_

\_\_\_\_\_

**Email or Web Page:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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APPLICATION FORM FOR LWML NJ DISTRICT GRANT PROPOSAL FOR 2024-2026

4. **SIGNED BY:** Pastor of the Congregation/Counselor \_\_\_\_\_

LWML Society President \_\_\_\_\_

Zone President \_\_\_\_\_

5. **CONTACT PERSON:** Please list the name, address, phone numbers, and email in case additional information is needed regarding this application.

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

6. **SEND/Email:** Original copy of proposal and additional information papers so they arrive by **November 15, 2023. You are encouraged to email your Grant Proposals.** Keep a copy of the application for your records to reference back to if clarification is needed.

Email Grant Proposal to **Joanne Naumowicz VP of Gospel Outreach LWML NJ District** at the following **Email: [joanne.naumowicz@gmail.com](mailto:joanne.naumowicz@gmail.com)**

If not possible to email, then mail to: **Joanne Naumowicz**

**LWML NJ District, VP Gospel Outreach  
16 Dogwood Drive, New Jersey 07860**

phone: 973-919-8144