

## SUBMITTING MISSION GRANT PROPOSALS

### INTRODUCTION

#### Mission Grants help LWML–Canada fulfill its purpose

The women of the Lutheran Women's Missionary League–Canada are called to grow in and **reach out with the Gospel of Jesus Christ**.

*Our Lord Jesus Christ commanded us to "Go into all the world and preach the Good News to all creation" (Mark 16:15 NIV). His last words to His disciples were "and you will be my witnesses in Jerusalem, and in all Judea and Samaria and to the ends of the earth" (Acts 1:8b NIV).*

As an auxiliary to Lutheran Church–Canada and its three districts, Lutheran Women's Missionary League–Canada (LWML–Canada) has a responsibility and commitment to provide funds through its mission grants program to support and expand the mission outreach programs of the Synod and its districts. Proposals serving this purpose shall receive primary consideration for the ballot to be presented to the voting body in convention.

Also considered for inclusion on the ballot will be grants supporting mission work done by Lutheran Church–Canada's partner churches, particularly that work where a member or members of LCC is/are working. On occasion LWML–Canada will partner with one of the other two auxiliary organizations of LCC, Lutheran Laymen's League of Canada and Concordia Lutheran Mission Society to fund a mission project, particularly when the cost is too high for one auxiliary to support.

LWML–Canada encourages its societies, zones, districts and individual members to support the work of Listed Service Organizations and Canadian Lutheran World Relief. The mission program of LCC, its districts and partner churches is solely dependent upon monies contributed by congregations through the budget process. Listed Service Organizations and other church-related agencies such as Canadian Lutheran World Relief raise funds through special offerings and other means both within our Synod and from other sources. Therefore the national body of LWML–Canada declines grant proposals from these agencies.

### PREPARING THE PROPOSAL

#### Finding ideas –

Contact any of the following for information on mission needs.

- Mission Department, Lutheran Church–Canada in Winnipeg or partner churches. [Partner churches include The Lutheran Church–Missouri Synod, The Lutheran Church of Australia, Iglesia Luterana Sinodo de Nicaragua and others.]
- The mission department of each Lutheran Church–Canada District.
- Lutheran seminaries in Edmonton and St. Catharines
- Missionaries in the mission field.
- Your pastor
- LWML–Canada Vice President, Christian Mission for the Mission Projects Bank—a list of proposals from previous conventions not selected by delegates. It is up to the individual or group submitting the grant proposal to find out if the project is still valid. Some LWML–Canada districts also have a Mission Projects Bank.
- In your own area do you know of special needs? Is the Church working with a facility for handicapped or an outreach program for minorities, elderly, youth or underprivileged? Contact the person in charge.

### Focus of grant proposals –

Grant proposals may focus on one or more of the following but in each case they are to be mission in emphasis.

- People
- Programs
- Christian materials
- Bricks and mortar

With such a variety of needs – what makes a grant clearly *mission* in emphasis?

The grant proposal shall:

- extend the ministry of the Word and extends God's Kingdom;
- communicate the Word of the Gospel, providing the opportunity for non-believers to hear the Good News of Jesus Christ;
- be in harmony with the mission plans and objectives of Lutheran Church–Canada.

### Other factors –

- To find innovative and exciting grant proposals requires time and effort. It requires creativity and initiative and a heart for missions to seek out new concepts.
- It also requires RESEARCH! Please, please, research your grant proposal and document it thoroughly.
- As you work, ask yourself the following questions.
  - Does this grant enable non-believers to hear the Gospel of Jesus Christ? Is it "mission" in emphasis, extending the ministry of the Word?
  - As noted above, when the proposal does not directly assist in the mission program of Lutheran Church–Canada or its districts, is it in harmony with the plans and programs the Synod or the particular district concerned?
  - Is it just a "good idea" or "dream" or is it current and ready for implementation in the coming triennium, should it the voting body choose it?
  - Can the need be met in another way? Can funds be obtained from another source or by the people themselves? Can equipment be borrowed, leased, substituted or purchased second hand? Is it a necessity or a luxury? Obvious exceptions would be equipment or capital costs for foreign missions.
  - If it requires ongoing financial support to maintain it, is that support in place to continue after the LWML–Canada grant money has been used?

### WRITING THE PROPOSAL

Your proposal shall have two (2) parts:

1. Resolution with approvals and signatures
2. Information paper

### Resolution

Be concise, yet specific. State the purpose of the grant (goal statement) and the total funds requested. Provide the reasons for the request ("whereas" statements) and how the funds will be used ("resolved" statement(s)). When the request is for partial funding for a project, indicate the source(s) of additional funds.

#### Sample Resolution

LAY WORKER-KOREAN OUTREACH MINISTRY      \$15,000

Whereas,      The Lord is opening doors of mission opportunity in our midst; and  
Whereas,      During the past two years, the Korean ministry, in Toronto, has been growing in membership accessions, worship attendance, Bible study, young adults and youth Bible studies, Sunday School and Korean language classes; and  
Whereas,      The missionary's time is increasingly absorbed in overseeing many ongoing programs, thus limiting him in outreach to the unchurched; and  
Whereas,      A gifted and dedicated young Korean woman is currently enrolled in the Master Theological Studies program at Concordia Lutheran Theological Seminary, St. Catharines with the hope of serving the church; therefore be it  
Resolved,      That Lutheran Women's Missionary League–Canada, assembled in the

convention in Ottawa, Ontario, adopt as a mission grant for the 1997-1999 biennium the allocation of \$15,000 toward the cost of a two-year Korean diaconal ministry project to enhance the growing Korean outreach ministry in Toronto.

### **Approvals required**

Any individual LWML–Canada member, society, zone or district and Lutheran Church–Canada synodical boards may submit a proposal. The proposal requires the signature of the individual of person representing the group submitting the proposal and information as noted on the form.

### **Mission grant proposals that are national or international in nature require the approval and signature of:**

- LWML–Canada President [on behalf of the General Council]
- Executive Director for Missions and Social Ministry or President of Lutheran Church–Canada

### **Mission grants for projects based in a District of Lutheran Church–Canada require the approval and signature of:**

- LWMLC District President [on behalf of the Board of Directors]
- Synodical District President or District Executive responsible for Missions

### **Mission grants for projects involving an LCC partner church [if such a grant involves LCC member(s) the approval and signature of the President of LCC is also required.]**

- LWML–Canada President [on behalf of the General Council]
- President or mission executive of the partner church

### **Information Paper**

The details provided in the information paper expand upon the information provided in the resolution. The information provided is of assistance to the selection committee in determining whether or not to place a proposal on the ballot. The General Council will use it when approving the committee's proposed ballot and it is used to provide information to the voting body prior to and at the convention.

In answering the questions who, what, when, why, where and how, include comments of people having special knowledge of the project. Include their names and contact information for the use of the selection committee should they require clarification. Be specific about how the grant will be used and include information on plans for continued maintenance and support.

- Provide the name and address of the person who receive and disburse the grant money, as well as providing a brief report at the conclusion of the project.
- Provide the name and contact information of the person who will provide updates (and photographs where possible) to share with the members of LWML–Canada.

## **SUBMITTING THE PROPOSAL**

### **Sending a proposal for the 2009 convention**

#### **Option 1:**

- Send one (1) copy of the resolution, dated information sheet, approvals and signatures to Ardith Pollex, Vice President, Christian Mission for LWML–Canada, 15 Joseph Street, St. Thomas, ON N5R 1S8 by June 30, 2008, **and**
- Send one copy of the resolution and the information sheet as an e-mail attachment to the Vice President, Christian Mission, LWML–Canada at [vpchristianmission@lutheranwomen.ca](mailto:vpchristianmission@lutheranwomen.ca) by June 30, 2008 and state that a copy with required signatures has been mailed.

#### **Option 2:**

- If the resolution and information sheet cannot be sent by e-mail, please send ten (10) copies of each, plus the approvals and signatures, by regular mail to Ardith Pollex, Vice President, Christian Mission for LWML–Canada (address as above) by June 30, 2008.

## **CONCLUSION**

### **Receipt of proposal**

- It is dated and checked for completeness.
- It is sent for evaluation to the Lutheran Church–Canada President and the Lutheran Church–Canada Executive Director of Missions & Social Ministry Services.
- After consultation with these synodical officers, the Mission Grants Selection Committee selects the proposals to appear on the ballot.
- These selections are approved by the LWML–Canada General Council.
- Those submitting proposals are notified if their proposal has or has not been placed on the ballot for convention following the General Council meeting in the Spring of 2009.

### **Disbursement of funds**

- Funds from grants approved by the voting body in convention must be disbursed within one (1) fiscal triennium, the triennium for which delegates have approved them, or be returned to LWML–Canada treasury. In cases of extenuating circumstances, the convention voting body may extend the time for one (1) fiscal triennium.
- In the event that changes to a project selected to receive a grant necessitate changes to the purpose for which the grant was given, the LWML–Canada General Council shall be authorized to act, either in session or by other means (mail, fax, e-mail, teleconference).

**Thank you for following these guidelines in preparing your proposal.**

### **Questions?**

Contact the Vice President, Christian Mission of LWML–Canada or your District President.

© LWML–Canada  
January 2008  
*Permission granted to photocopy.*