

# **GUIDELINES FOR SUBMITTING LWML OKLAHOMA DISTRICT GRANT APPLICATIONS**

Mission Grant applications may be submitted by:

- An Oklahoma District LCMS member; LWML society, or zone
- Oklahoma District LCMS; LCMS World Mission; an LCMS Board; or an LCMS Recognized Service Organization (RSO)

Grant applications must be submitted to the LWML Vice President (VP) of Gospel Outreach and postmarked by September 30 of the odd numbered years for consideration at the district convention the following Spring.

The VP of Gospel Outreach will review each proposal for completeness and accuracy as well as compliance with LWML bylaws. The applications will then be reviewed by the Gospel Outreach committee members, the District President and the assigned District Pastoral Counselor. Applications will then be forwarded to the Lutheran Church Missouri Synod (LCMS), Oklahoma District President for evaluation and consideration.

Each application will be prayerfully considered and reviewed for content using the following criteria:

Grant Applicants shall:

- Be mission focused with emphasis on proclaiming the Gospel of Jesus Christ
- Follow the mission of the LCMS
- Be current and ready for implementation
- The Program is to continue as a long-term mission after LWML funding is received
- Be well documented with costs, use of funds, dates needed, administration of funds, etc.
- Be affiliated with or approved by the LCMS
- Have the approval of district or partner church in which proposed grant recipient is located unless the grant application is submitted by an LCMS synod board or the LCMS World Missions
- Submit complete grant application via e-mail
- Submit 3-6 digital photographs via e-mail
- Mail one complete copy with appropriate signatures via US Post Office

The following questions will also be considered:

- Is the grant application for a special request or a regular budget item?
- Will the project receive other funding or will this grant alone satisfy the need?

Grant applications then go to the LWML OK District Board of Directors who select an appropriate number of grants to appear on the convention ballot.



## WRITING AND SUBMITTING THE GRANT APPLICATION

### All Applications must:

- Be in resolution form (see “Grant Writing Aids” below)
- Be concise and specific

### All Applications must include:

- Cover page for Mission Grant Application
- LWML Oklahoma District Grant Application, with appropriate signatures
- Documentation
- E-mail 3-6 digital photographs for presentation in the Mission Grants video at convention if grant is selected for ballot. Photos may also be used on the OK LWML website and *The Voice of Service*

### Grant Writing Aids

- Start with a Purpose or Goal Statement that is Mission and/or Bible Based:  
**Example:** Whereas, “If you cannot speak like angels, If you cannot preach like Paul, You can tell the love of Jesus, You can say He died for all. If you cannot rouse the wicked, with the judgments dread alarms, you can lead the little children to the Savior’s waiting arms.”
- State the need:  
**Example:** Whereas, Bangladesh is creating new Lutheran churches to spread the Gospel of Jesus Christ; Whereas, children are coming to faith in Christ Jesus through baptism at said churches; Whereas, Christian children are not allowed to attend Muslim schools of Bangladesh.
- Summarize the goal:  
**Example:** Therefore Be It Resolved, that the OK District LWML in Spring convention 2016 grant \$5,000 to build a tin roofed, metal pole Lutheran school in Bangladesh.

***“Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to GOD.” Philippians 4:6***

*Lutheran Women in Mission*

**LWML OKLAHOMA DISTRICT COVER PAGE FOR MISSION GRANT APPLICATION**  
 (This form **MUST** be used for all applications, fill in each blank, type or print)  
 (Complete information and signatures are required)

NAME OF GRANT: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Is the grant recipient affiliated with the LCMS? \_\_\_\_\_

Sponsored by: (circle one)    OK District LCMS Member        OK District Society  
                                      OK District LWML Zone        LCMS World Mission        LCMS RSO

Grant Author/Sponsor's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Grant Author/Sponsor's Signature: \_\_\_\_\_

Pastor or LWML Counselor Printed Name: \_\_\_\_\_

Pastor or LWML Counselor Signature: \_\_\_\_\_

Grant/Project Administrator Printed Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Grant/Project Administrator Signature: \_\_\_\_\_

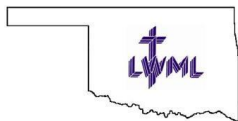
If different from Grant/Project Administrator, to whom should funds be sent for disbursement?

Name and Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip: \_\_\_\_\_

**Applications must be postmarked by September 30 of odd numbered years.**



## LWML OKLAHOMA DISTRICT GRANT APPLICATION

Name of Grant: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Needs: \_\_\_\_\_

Mission Outreach, Purpose and/or Goal:

Specific Use of Funds:

Additional Funding Sources: (if applicable)

Additional Information:

Please return these completed forms postmarked no later than September 30, 2017 to:

Delia Collard  
LWML OK District Vice President of Gospel Outreach  
2913 Bella Vista Blvd.  
Midwest City, OK 73110  
[OKLWMLVPofGO@gmail.com](mailto:OKLWMLVPofGO@gmail.com)  
Phone: 405-394-1431

Make sure you have included:

- Cover page for Mission Grant Application
- Oklahoma District Grant Application
- Grant written in resolution form
- Documentation
- E-mail 3-6 digital photographs for presentation in the Mission Grants video at convention if grant is selected for ballot. Photos may also be used on the OKLWML website and *The Voice of Service*.

**USE OF FUNDS AND REPORTING REQUIREMENTS  
ACCOUNTABILITY CLAUSE  
LWML OKLAHOMA DISTRICT**

Dear Mission Grant Recipient,

Mission grant funds must be used for the purpose(s) stated in the mission grant proposal. Funds used for purposes not stated in the mission grant proposal must be repaid to the Oklahoma District LWML.

If a change should occur in the implementation of the project, notify the Vice President of Gospel Outreach immediately. Changes in a project are subject to the approval of the LWML Oklahoma District Board of Directors. Failure to report changes in your project may result in funds being revoked or returned.

If delays in the project occur after funding has been disbursed, the funds should be returned to the Oklahoma District LWML until such time as the project may continue. Project funds must be put into use within two fiscal bienniums (four years), the biennium in which they were voted upon and the one following. If not used within that time, project funds are to be returned to the treasury of the LWML.

Resolved that: Mission Grant recipients, within three to six months of receiving Oklahoma District Grant monies, shall return to this Gospel Outreach Committee:

- A written and itemized account of grant money dispersals as spent
- Spending needs to clearly reflect the original request in the grant application
- Accomplishment of categorical goals as set forth in the grant application
- Pictures or other information that may be published in our Oklahoma District newsletter, "The Voice of Service," the Oklahoma LWML website, or Facebook page.

It is both conscionable and deserving to the women of the Oklahoma District that they receive, from this Gospel Outreach Committee, news and results of their mite monies being well-spent. Know that we always rejoice in hearing news from the great Mission Field, and the power of our specific prayers will go with you always.

In His Service,

DELIA M. COLLARD  
Vice President of Gospel Outreach  
LWML Oklahoma District  
[OKLWMLVPofGO@gmail.com](mailto:OKLWMLVPofGO@gmail.com)  
405-394-1431

