

# Missouri District Mission Grant Instructions

*Award Period: July 2020 – June 2021*

**Introduction:** The Missouri District partners with LCMS congregations that are undertaking major initiatives which are externally focused on blessing their communities as faithful witnesses of the Gospel. Examples include starting new churches and satellites, multi-ethnic ministries, refugee and immigrant ministries, outreach to a college campus or military base. Other initiatives may be urban or rural strategic partnerships and re-planting. Creativity is encouraged. Four criteria are at the intersection of a District mission grant and an applicant.

- 1) **Community Engagement:** An intentional Gospel focus on building external relationships in the community with unchurched people.
- 2) **Discipleship:** Identifying, equipping and mobilizing people to demonstrate ownership and live as faithful witnesses of Christ in the ministry context.
- 3) **Partnership and Sustainability:** Stewarding God's gifts by working collaboratively (for example) with LCMS churches, workers, mission societies and RSOs, as well as appropriate foundations, community organizations and leaders to achieve outcomes and sustainability.
- 4) **Mutual Accountability:** Grant proposals identify specific strategies and goals that are mutually communicated, reviewed, and supported with prayer at regular intervals as determined by the District and the mission.

## Application Timeline:

- **Notice of Intent      Deadline: February 23, 2020**  
Ministries send an email to Bill Geis ([bill.geis@mo.lcms.org](mailto:bill.geis@mo.lcms.org)) indicating their intent to apply for a mission grant with a simple paragraph description of their ministry. This should come from the contact person for the grant and will allow for collaborative work on the grant process.
- **Submit Proposal      Deadline: March 8, 2020**  
The grant proposal and documentation (see checklist on next page) is submitted to Bill Geis ([bill.geis@mo.lcms.org](mailto:bill.geis@mo.lcms.org)). The proposal documents must be submitted digitally. It is highly encouraged to discuss and refine draft proposals with Bill Geis in the weeks prior to the deadline in order to prepare a clear case and strong application.
- **Site Review Period      Deadline: May 8, 2020**  
All grant requests in excess of \$5000 will require a visit and review with ministry leaders involved in the mission. Beginning with the notice of intent, Bill Geis will work with your ministry in scheduling phone consultations and the site visit. Grants of lesser amounts will also have a review process and may include a site visit.

**Congregational Endorsement:** Where a grant applicant is not a LCMS congregation, a letter of endorsement from an LCMS congregation should be included with the grant. Ideally, the congregation should be a stakeholder that has invested or volunteered people, money or other resources in the ministry.

# Missouri District Mission Grant Application Checklist

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## Application Instructions

This paper provides a checklist of 12 items to submit as your application. Your grant narrative must be submitted by email in a Word (or compatible) digital document to Rev. Bill Geis, Assistant to the President for Congregational Services and Missions ([bill.geis@mo.lcms.org](mailto:bill.geis@mo.lcms.org)).

Do not use elaborate visuals, themes or formatting in your grant application. Use paragraphs, numbered lists and bullets, as appropriate, for ease of processing.

Supporting documents and visuals are encouraged but should be submitted as separate attachments (or preferably by links to file sharing services). Financial statements, planning charts, supportive research and promotional artifacts may be submitted in PDF form. Photos and video should be provided in their native formats and include a release for the Missouri District to use in promotional materials.

## Application Checklist

### 1. Organization Name and Address

*This is the legal name and physical address where checks and documentation may be sent to appropriate administrative contacts. If the address is of a sponsoring congregation for another agency, include also the name of the mission, ministry or project.*

### 2. Grant Contact Person

*Provide the name, email and phone contact information for grant communications. If the phone is a cell number, include permission to receive texts. Share any important considerations (limits on work email communications or inappropriate times to call).*

### 3. Grant Amount Requested

*Mission grants for major initiatives are annual in scope but distributed and evaluated in monthly increments. Grants for large projects typically range from \$5,000 - \$40,000. The larger the request, the more advance work (prior to March 8<sup>th</sup>) should be done with Bill Geis as your mission advocate. Mission grants rarely exceed 50% of project costs.*

### 4. Mission Statement

*Describe the mission of your ministry or project (25 words or less).*

### 5. Vision Narrative

*Provide a "high-level tour" (150-300 words) of this grant proposal. Describe your vision for a future where lives are impacted by the Gospel through this ministry and a case statement of how this grant will help partner in your vision. If your proposal includes supportive attachments, such as photos, videos, statistical information, publications, etc, provide a list describing each at the conclusion of your narrative.*

6. **Outcomes**

*Describe the desired outcomes for the mission work toward over the coming year.*

7. **Goals and Strategies**

*There are a variety of tools and software to aid this process. You may provide goals and strategies in a separate document(s) as needed. As a minimum, applications should include:*

- **Three to five SMART goals** (specific, measurable, attainable, realistic, timely) you are committed to for the coming year.
- **For each goal** provide specific action steps and a simple timeline for implementation.

8. **Partnerships**

*What partners have been identified to assist in your mission? Where applicable, or helpful in advocacy, include letters of endorsement from your partners.*

9. **Congregation Support**

*What quantifiable level of commitment are members of the congregation(s) willing to pledge to the mission? This may include, but is not limited to the following:*

- *Estimated number of volunteer hours*
- *Anticipated Individual pledges*
- *Funds proposed from congregation budgets and/or mission funds*
- *Other gifts, resources or commitments*

10. **Sustainability and Support**

*While this grant is an annual award with no long-term guarantees, it is helpful for both the District and your ministry planning to develop plans for sustainability. Consider the following:*

- *How long do you project a need for District funding?*
- *What strategies and sources of support are currently in place or under consideration?*
- *What funding streams will be developed to ensure long term financial support?*

11. **Financial Statements**

*Provide separate attachments for the following:*

- *Mission project budget (including both income and expense projections)*
- *Two years of annual statements of Income and Expense (preferably arranged by comparison) from the congregation, mission or agency where applicable*

12. **Commitment to District Missions**

*What are your congregation/organization commitments to supporting the Missouri District? Consider the following in your response:*

- *Financial pledge to the District*
- *Intentional prayer support for workers and missions of the District*
- *Participation in and promotion of District events*
- *Sharing your stories and communications for various District media*
- *Sharing the gifts, talents and creative resources of your ministry with the District*