



## Missouri District Mission Grant Instructions

*For Award Period: July 2023 – June 2024*

**Introduction:** The Missouri District partners with LCMS congregations undertaking mission initiatives which intentionally focus on engaging their communities with the Gospel. 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 who demonstrate ownership of your vision, live as faithful witnesses of Christ, and are intentionally sent out in mission.
- 3) **Partnership and Sustainability:** Stewarding God's gifts by working collaboratively in the Body of Christ. Collaborations may include partners of LCMS churches, church workers, lay leaders, mission societies, RSOs, foundations, and community organizations to achieve sustainable outcomes.
- 4) **Mutual Accountability:** Grant proposals identify specific strategies and goals that are communicated, reviewed, and supported with prayer at regular intervals between the Missouri District and the mission.

### Application Timeline:

- **Notice of Intent: Deadline: February 27, 2023**  
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 paragraph description of their ministry. This should happen very early in the process from an appropriate contact person. This is the starting point for the collaborative work between the District and the congregation/organization in the grant process.
- **Submit Proposal: Deadline: March 13, 2023**  
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 at least one week prior to the deadline to prepare a strong mission application.
- **Site Review Period/Zoom meeting with ministry leaders: Deadline: April 24, 2023**  
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

For Award Period: July 2023 – June 2024

## 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. Contact Bill Geis for a file-sharing instructions for large documents and media. Financial statements, planning charts, supportive research and promotional artifacts are preferred in PDF formats. Photos and video should be provided in their native high-resolution 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, also include 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 (\$5,000 - \$30,000) require more specific planning and response to the items 4 through 12 below. It is encouraged to engage Bill Geis as your mission coach and advocate in preparation process. 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 at least two (and no more than five) desired mission outcomes for your proposal.*

7. **Goals and Strategies**

*For each outcome, provide specific goals and strategies to be acted upon within the grant period (July 2023-June 2024). 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) for each outcome.*
- *Each **SMART goal** will have specific action steps and a proposed timeline.*

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*