



Lutheran Women *in Mission*

Washington-Alaska District: 2026-2028 Biennium

2025–2027 Mission Grant **PROPOSAL GUIDELINES**

Notes for WA-AK District Proposals in Green

(written on the LWML National Guideline Document from lwml.org)

LWML WA-AK District Mission Grant Proposals should provide the information and answer the questions listed on the LWML Washington-Alaska Mission Grant Proposal Form (as found on wa-aklwml.org). As a general rule, the LWML WA-AK District Mission Grants Committee follows the guidelines established by LWML and offered here. Several grant applicants have asked for additional information, so we are offering this LWML document with some notes (in green) detailing how they might apply to missions proposed to the LWML Washington-Alaska District.

GUIDELINES FOR SUBMITTING A MISSION GRANT PROPOSAL

for Consideration by the LWML Mission Grants Selection Committee for the 2025 LWML Convention

For 2026 LWML WA-AK Convention

Mission Grant Proposals for the 2025 Lutheran Women in Mission (LWML) Convention must be submitted online via the lwml.org website by **September 1, 2024, midnight Central Time Zone**. For WA-AK District Grants, submit or postmarked by **October 31, 2025, midnight PST**.

Disregard the following three paragraphs.

LWML is now accepting electronic signatures. After online submission of the grant proposal an email will be sent, within three business days, to the LCMS District President (where the grant recipient is located) and the LWML District President (in which the submitter resides) for review, approval, and signatures. A copy of the full proposal will accompany the signature email.

For grants outside the United States, an email will be sent to the LCMS Chief Mission Officer for his review.

The final deadline for submission of a completed Mission Grant Proposal is **midnight September 1, 2024, Central Time Zone**.

Introduction

The purpose of this document is to answer questions about the mission grant proposal application and the mission grants selection process, as well as assisting with developing and submitting a grant proposal.

How can I become more aware of Mission Grant opportunities?

- Study a mission area of the world as part of your personal devotion and prayer time.
- Look for unique ministry projects in your community, particularly an activity, service, or need in your community that may be different from those in any other geographical area. Look for ministries to ethnic or immigrant groups, the homeless or neglected, the physically or mentally disabled, women or children, or the aged. As you are looking, be aware of the criteria LWML uses as they evaluate proposals.
- Become involved in your community's special programs.
- Attend zone events and rallies, district conventions, and mission fairs. Invite mission speakers to meetings and be alert to their specific needs.
- Review the Mission Grants Bank, a listing of approved mission grant proposals that were not selected at the LWML convention. The Mission Grants Bank is available on the LWML website under [Mission Grants](#).

Who may submit a Mission Grant Proposal?

Any LWML member, group, zone, district, or a ministry from either the Office of International Mission (OIM), Office of National Mission (ONM), or Office of the President of The Lutheran Church—Missouri Synod (LCMS) may submit a grant proposal for consideration by the Mission Grants Selection Committee. The organizations and recipients being considered for an LWML Mission Grant must be sponsored by one of the above listed people who will act as the official submitter of the mission grant proposal.

Before submitting a Mission Grant Proposal to Lutheran Women in Mission (LWML) please read through the instructions below.

Mission Grant Proposals INSTRUCTIONS

STEP 1. CRITERIA FOR LWML MISSION GRANT PROPOSALS

The Mission Grants Selection Committee will evaluate each grant proposal based on these criteria:

- The grant is mission-focused and will share the Gospel of Jesus Christ.
- There is a governing unit, such as an LCMS church, LCMS district, Recognized Service Organization (RSO), or LCMS partner church to which the ministry project regularly reports. **This can include regular reports to the LWML sponsor and WA-AK VP of Gospel Outreach.**
- The ministry has provided a financial statement or budget as part of the mission grant proposal.
- The ministry will be able to implement the project when funds are disbursed within the biennium in which they were voted upon or the biennium following.
- The ministry is ongoing in nature, with assurance of continuing after the grant monies have been expended.
- The ministry reflects the vision and mission priorities of the LCMS.

Seven priorities listed at [lcms.org](https://www.lcms.org). LWML WA-AK District also emphasizes the goal of spreading the Gospel of Jesus and furthering ministry to His people within the WA-AK District, the country, and the world.

STEP 2. RESOURCES FOR PROCEDURES AND SUPPORTIVE MATERIALS

LWML National Mission Grant Proposals:

Mission grant proposals must be submitted by an LWML member, group, zone, district, or an LCMS Synodical office, according to the LWML Bylaws. Current guidelines are posted in the spring of even-numbered years.

Contacts Available for Advice, Suggestions, and Guidance: These are national contacts . . . LWML Vice President of Gospel Outreach is available to answer questions about these guidelines and online proposal submission at depgo@lwml.org.

LCMS Chief Mission Officer Rev. Kevin D. Robson welcomes contacts for consultation, input, and feedback on mission grant proposals at LCMS.LWMLconnect@lcms.org.

Please feel free to contact WA-AK District VP of Gospel Outreach with questions.

Other Resources Include:

- LCMS webpage: www.lcms.org
- LCMS Mission Priorities: www.lcms.org/how-we-serve
- Districts of the LCMS: www.lcms.org/districts
- Office of National Mission: www.lcms.org/how-we-serve/national-mission
- Office of International Mission: www.lcms.org/how-we-serve/international-mission
- Recognized Service Organizations Directory: www.lcms.org/how-we-serve/mercy/recognized-service-organizations
- Mission Service Opportunities: www.lcms.org/service
- International Regions: www.lcms.org/worldwide-regions
- Missionary Directory: www.lcms.org/missionarysupport
- International Partner Church Bodies: www.lcms.org/how-we-serve/international/partner-church-bodies

***LWML WA-AK District Information at wa-aklwml.org.

STEP 3. GATHERING INFORMATION FOR THE PROPOSAL

Grant Summary The LWML WA-AK District proposal asks specific questions. Please answer those questions, but the following may be useful information.

- Grant Title: Name for the grant that is descriptive of its purpose (limit of 50 characters, including spaces and punctuation marks).
- Amount Requested: Monetary amount requested for the grant.
- Organization Being Helped:
- Grant Funds Will Impact Lives: Inside or Outside the United States? Within Washington or Alaska?
- Geographic Area of Impact: Does the grant affect a city? State? Country? World?
- Estimated Number of Lives being Impacted by this Grant: A range of numbers is acceptable.
- Demographic of Lives Impacted by this Grant: Does this grant affect a certain age, gender, ethnicity, income level, nationality, etc.?
- Purpose of Grant Funds: e.g. programs, scholarships, training, ministry, specific supplies (limit of 100 characters, including spaces and punctuation marks).
- Grant Summary: 300–500 word paragraph summarizing the grant proposal.

Submitter Information This is requested on the first page of LWML WA-AK District Proposal. Just fill in information requested there.

- Submitter Type: LWML Member, LWML Group, LWML Zone, LWML District, LCMS Synodical Office.
- Name, address, phone, email, and congregation of the person or group submitting the grant.

LWML District President Information These proposals will be reviewed by the LCMS WA-AK District President. This is not applicable.

- Name, district, phone, and email of the LWML District President of the grant submitter.

LCMS District President Not applicable.

- Name, district, phone, and email of the LCMS District President where the grant recipient is located.

Please be sure that you have the correct name and email address for both the LWML and LCMS District Presidents. They are responsible for reviewing your proposal and approving with their electronic signature.

Grant Administrator Information (must be a person or an organization that is in the United States). This is Mission Contact Person requested on the first page of the LWML WA-AK Proposal.

- Name, address, phone, and email of the grant administrator.
- Name to which the grant check should be made payable.

Funds Will be Sent To: Also requested on first page of District Proposal.

- Name, address, phone, and email to whom the funds will be sent.

Detailed Information Pages Must Include: These are good points to include in your proposal and track fairly closely with the questions asked for WA-AK Proposal.

- Who will be impacted, what is the purpose, where is it located, why is it needed, and how will mission grant funds assist?
- What is the mission emphasis of the grant? How will it spread the Gospel of Jesus Christ?
- Who is the governing body to whom the organization regularly reports? If there is a connection to an LCMS Office of Missions, an RSO, an LCMS congregation or district, or a LCMS partner church, please include that information.
- How will this mission be sustained after the grant monies are used?
- Financial statement or budget which may include: cost of land, facilities, construction, equipment, salaries, scholarships, etc. Total amount and source of remaining funds if funding is only partial for the need.
- The names and comments of persons having special knowledge of the ministry.

The Detailed Information Pages can be no more than five (5) total pages. One document with five pages or five documents at one page each. While PDF format is preferred, the online electronic proposal form will also accept Word documents (.doc or .docx) and Excel files (.xls or .xlsx).

Photographs: We are a bit more relaxed for this, but it is good to have a description of the digital photos or schematics included for our voting presentation at the LWML WA-AK District Convention in July 2026.

- Attach five (5) to seven (7) high-resolution photographs in JPG or JPEG format. Each photograph should be landscape orientation, and no larger than 3MB in size.
- The file name for each photograph should not contain spaces, commas, dots, or special characters.
- Prepare descriptive captions for each photograph, limiting the length to 500 characters per photo, including spaces and punctuation marks.
- Complete a copy of the photo release form for each of the pictures included with the required signatures. A pdf of the photo release form is available on the webpage: www.lwml.org/mission-grant-proposals. See Step 6 (below) for how to submit the photo release forms.

STEP 4. COMPLETING THE ELECTRONIC GRANT PROPOSAL

The WA-AK District does not have a digital portal, but midnight October 31, 2025 LWML mission grant proposals can be submitted beginning in April 2024. The deadline for submitting a grant proposal application is midnight Central Time Zone on September 1, 2024. The electronic form is located on the LWML website at www.lwml.org/mission-grant-proposals. is the deadline (of course earlier is great!). WA-AK form is available at wa-aklwml.org.

Important Things to Note:

- At the end of each section of the proposal form, there is the option to “Save and Resume Later.” This option allows you to save the data provided for up to 30 days.
- Do not upload document files and photographs into the form until you are ready to submit. These files **will not be saved** in the document when you use the “Save and Resume Later” option.
- Maximum upload limit of all files combined in the proposal is 25 MB.

Once you have completed the electronic form by selecting the Submit Form button:

- It may take several minutes for the photographs to upload depending on size of files and internet connection.
- When submission is complete, a confirmation page appears.
- An email confirmation will be sent to the grant submitter’s email address.

STEP 5. APPROVAL SIGNATURES, RECOMMENDATIONS, AMENDMENTS

- **For grants located within the United States:** **The LWML WA-AK District will do this.**

It is the submitter's responsibility to advise their LWML District President and the LCMS District President in which the grant recipient is located, that an email requesting electronic signature approval will be sent within three business days following submission.

Note: An email will be sent to the submitter and to the LWML Vice President of Gospel Outreach when these parties have signed the documents electronically.

- **For grants for a ministry or service agency outside of the United States:**
The submitter should advise the LCMS Chief Mission Officer (currently Rev. Kevin Robson) at LCMS.LWMLconnect@lcms.org at time of submission that a mission grant needing LCMS review is being submitted. **This is advised if your grant is outside US.**
 - The CMO will review the grant proposal and complete, sign, and return a Grant Proposal LCMS Review Form to both the LWML and the grant submitter.
 - The Grant Proposal LCMS Review Form does not "approve" the grant but only provides a recommendation to the LWML Mission Grants Selection Committee. The form classifies the grant proposal as either "Recommended", "Recommended with Reservations", or "Not Recommended".

If necessary, the submitter may request amendments be made to the electronic grant proposal submission by contacting the Vice President of Gospel Outreach by email (depgo@lwml.org) prior to **September 1, 2024**.

LWML WA-AK District Mission Grant Committee and LCMS District President will review.

STEP 6. SUBMISSION OF ALL DOCUMENTS

Submission of the mission grant proposal must be completed by midnight September 1, 2024, Central Time Zone. **By midnight PST on October 31, 2025.**

These are the documents that must be received by LWML BEFORE your mission grant proposal submission is declared complete:

- Online submission of mission grant proposal.
- Electronic signature of grant submitter's LWML District President.
- Electronic signature of LCMS District President where grant recipient resides.
- The signed Grant Proposal LCMS Review Form (if applicable).

Photo Release forms can be submitted by email or USPS mail. Email scanned forms to the Vice President of Gospel Outreach at depgo@lwml.org, or mail hard-copy forms to:

LWML Vice President of Gospel Outreach Karen Morrison
LWML Office
801 Seminary Place, Ste. L010
St. Louis, MO 63105

Any questions concerning grant submission may be directed to depgo@lwml.org.

STEP 7. EVALUATION OF GRANTS

The LWML Mission Grants Selection Committee in consultation with LCMS International Center staff shall recommend the mission grant proposals which will appear on the convention ballot subsequent to approval by the LWML Board of Directors and the Presidents Assembly.

May the Lord continue to bless your ministry, and thank you so much for applying for a Lutheran Women in Mission grant.