



## Instructions for LWML Wyoming District Mission Grant Proposals

### Contact Person for all Mission Grant Proposal Questions:

Ellen Burbank, Vice President of Gospel Outreach

PO Box 698, Torrington, WY 82240

Phone: 307-254-0179 email: [esburbank@gmail.com](mailto:esburbank@gmail.com)

#### 1. HOW TO REQUEST FUNDS

- a. A grant proposal may be submitted by LWML Wyoming District individual members, societies, units or zones within the District, LCMS Synodical and District Boards, or LCMS Recognized Service Organizations.
- b. Fill out the application form to completion. Please ensure that all contact information is up-to-date and verified. Include any supporting documents / photos with the application. Photos may be used for publications/presentations for the 2018 Convention and following mission grant voting.
- c. Mail completed application form to:  
Ellen Burbank, Vice President of Gospel Outreach  
PO Box 698  
Torrington, WY 82240  
**OR email a PDF file to [esburbank@gmail.com](mailto:esburbank@gmail.com)**
- d. Confirmation of receipt of the application will be emailed to the submitting contact.
- e. **The deadline for submitting proposals for the 2018-2020 biennium convention is January 5, 2018. All mailed proposals must be postmarked by January 5, 2018.**

#### 2. HOW THE LWML WYOMING DISTRICT PROCESSES YOUR REQUEST

- a. Mission grant proposals are studied and vetted by the Gospel Outreach Committee, LWML Wyoming District President, and Pastoral Counselors.
- b. The Gospel Outreach Committee will present qualified mission grant proposals to the executive board at the 2018 February meeting to be approved for the 2018 convention ballot. **The Gospel Outreach Committee may adjust the amount requested prior to presentation of mission grant proposals.**
- c. The final decision is made by vote of the delegates at the 2018 LWML Wyoming District Convention to be held June 21-23, 2018 in Cheyenne, WY.
- d. Notification of grant selections will be made following the convention. Please return any requested information / forms as quickly as possible to begin the process of distributing grant funds.
- e. Grants selected by vote at the 2018 convention will be paid in the order voted in AND as funds become available.



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### 3. USE OF FUNDS

- a. Grant funds must be used for the purpose stated in the project proposal. If a change should occur in the project, please notify the Vice President of Gospel Outreach as soon as possible. Changes in a project are subject to the approval of the LWML Wyoming District Executive Committee.
- b. Project funds must be put into use within two fiscal bienniums, the biennium in which they were voted upon and one following. If funds are not used within that timeframe they are to be returned to the treasury of the LWML Wyoming District.

### 4. REPORTS

- a. Please send acknowledgment of receipt of funds to the Vice President of Gospel Outreach.
- b. Our members appreciate hearing about progress of our mission grants. Please keep the Vice President of Gospel Outreach informed of progress. Reports need not be lengthy and photos are appreciated for publication in the district newsletter.



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### 2018-2020 BIENNIUM MISSION GRANT PROPOSAL APPLICATION LWML WYOMING DISTRICT

Title of Project: \_\_\_\_\_

Brief description of mission grant:

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How will the Gospel be shared thru this mission grant?

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Is this project current and ready for implementation?

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Have other gifts / grants been received for this project?      YES \_\_\_      NO \_\_\_

If yes, please list name(s) and amount(s) of donor(s):

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Dollar amount requested: \_\_\_\_\_



## Instructions for LWML Wyoming District Mission Grant Proposals

Project Administrator Name & Title: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Funds will be mailed to: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Check payable to: \_\_\_\_\_

Grant Proposal Submitted By

Name & Title: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Mail ***completed application and any supporting documents*** to:

Ellen Burbank, Vice President of Gospel Outreach

PO Box 698

Torrington, WY 82240

**OR email a PDF file** to [esburbank@gmail.com](mailto:esburbank@gmail.com)