



**LWML Wyoming District
Mission Grant 2020-2022 Biennium**

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

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. **If the grant request is originating outside of the Wyoming District there must be a Wyoming District member sponsor.**
- b. Fill out the application form to completion. Please ensure that all contact information is up-to-date and verified. **DO NOT SEND additional materials.** The VP of Gospel Outreach may ask for additional supporting materials if needed by the selection committee.
- 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
- d. Confirmation of receipt of the application will be emailed to the submitting contact.
- e. **The deadline for submitting proposals for the 2020-2022 biennium convention is December 16, 2019. All mailed proposals must be postmarked by December 16, 2019.**

2. HOW THE LWML WYOMING DISTRICT PROCESSES YOUR REQUEST

- a. Mission grant proposals are studied and vetted by the Gospel Outreach Committee.
- b. The Gospel Outreach Committee will present qualified mission grant proposals to the executive board at the spring board meeting for approval for the 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 2020 LWML Wyoming District Convention to be held June 18-20, 2020 in Rock Springs, 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 2020 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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Application Form

Title of Project:

Brief description of mission grant:

How will the Gospel be shared thru this mission grant?

Is this project current and ready for implementation?

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

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

Dollar amount requested: _____



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Application Form

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: _____

LWML Wyoming District Member Sponsor (if grant is originating outside of the Wyoming District):

Grant Proposal Submitted By

Name & Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Signature: _____

Mail ***completed application*** to:

Ellen Burbank, Vice President of Gospel Outreach

PO Box 698

Torrington, WY 82240

OR email a PDF file to esburbank@gmail.com