

INSTRUCTIONS FOR MN. SO. LWML DISTRICT MISSION GRANTS PROPOSALS.

1. HOW TO REQUEST FUNDS

- A. Return form received from the District Mission Grants Chairman
- B. Include the following information:
 - 1. Dates and amounts of funds needed to initiate (or continue) the grant.
 - 2. Purposes(s) for which the funds will be used. Please be specific.
 - 3. Name of person or organization to whom the check is to be made payable.
 - 4. Name and address of person to whom the check is to be sent.

2. HOW LWML PROCESSES YOUR REQUEST

- A. The Mission Grants Committee confers quarterly about:
 - 1. The amount of your request.
 - 2. The availability of LWML funds. Payment will be made as funds are available.

3. USE OF FUNDS

- A. Grant funds must be used for the purpose(s) stated in the project proposal. If a change should occur in the implementation of the project, please notify the Mission Grants chairman as soon as possible. Changes in a project are subject to the approval of the LMWL District Board of Directors.
- B. If delays in the project occur after funding has taken place, the funds should be returned to the District LWML until such time as the project may continue.
Project funds must be put into use within two fiscal bienniums, the biennium in which they were voted upon and the one following. If not used within that time, project funds are to be returned to the treasury of the LWML.

3. REPORTS

- A. **Please send regular progress reports** after the receipt of payments to the Mission Grants chairman. Reports need not be lengthy, but we would appreciate be kept up-to-date.
- B. **When requested**, supply material (pictures and information on the project). For an article which will appear in the LWML Women On a Mission publication or in a display.
- C. **Upon completion of the project**, please send a final evaluation and report to the Mission Grants chairman.
- D. **Please send acknowledgement of receipt of funds to the Mission Grants Chairman.**