**Relief, Recovery, and Rebuilding Grant Application Instructions**

The Mid-South District can work with your local congregation to help meet the longer-term needs of your members and others in the community affected by disasters. We can provide longer-term assistance to be used in three primary areas:

* Unmet needs of your members or members of the Lutheran church.
* Unmet needs of people in the community at large as determined by your church leadership or appropriate board or committee.
* Unmet needs related to the longer-term repair of your church, school, or parsonage.

Here are some ways we recommend that you determine the needs and provide longer-term assistance to members and other individuals in need in the affected communities:

* Provide for home repairs and related materials and labor.
* Provide school tuition (if the congregation operates a school).
* Provide for home rebuilding and related materials and labor.
* Provide for home furnishings, such as furniture and appliances.
* Provide for other basic needs, such as transportation.

It is important that all aid and assistance provided with Mid-South District relief, recovery, and rebuilding grants be connected to the Word and Sacrament ministry of your local congregation. In addition, congregations located in or near communities affected by disasters can also connect with people by conducting special worship services, serving fellowship meals, etc.

Funding can also be requested from LCMS Disaster Response. To the extent possible, requests made for funding assistance should include some degree of participation among partners - the local congregation, the Mid-South District, and LCMS.

**Completing the Form**

Enter the project name and project location. Enter the project director’s name, mailing address, email address, and phone number. Enter the sponsoring church’s name, the president/director’s name, church’s mailing address, email address, and phone number. Enter the amount requested. If an alternate temporary address is being used if the disaster has affected the congregation’s location, please note that as well on a separate page.

Answer each of the questions in the sections regarding the Needs Statement, Project Information, Evaluation, and Budget Narrative. Be sure to answer each question. In the Budget Narrative section, it is very important that you identify the sources and amounts of other funding assistance this project has received or will receive.

Have the person responsible for overseeing and administering the funding at the local congregation sign the application, list their title, and date the request. The application should be approved and signed by the sponsoring church executive.

**Email the completed form to Rev. Dr. Roger Paavola, Mid-South District President, at** [**rpaavola@mid-southlcms.com**](mailto:rpaavola@mid-southlcms.com) **or fax to Rev. Dr. Roger Paavola at 901-373-4826.**

**Review of Request**

The Relief, Recovery, and Rebuilding Grant Application will be reviewed by Rev. Dr. Roger Paavola, Mid-South District President, and at least one District Vice President, as soon as possible. You will be notified immediately once a funding decision has been made. For approved funding requests, a check will be mailed to the local congregation (sponsoring church) specified on the Grant Application.

**Funding Follow-up**

The local congregation is responsible for working with the affected individuals, families, and organizations to help ensure that emergency funds received are used for the purposes stated.

If funds are remaining, over $250, please return them to the Mid-South District office. If funds are remaining, under $250, your congregation may place them in a congregational disaster response restricted fund.