

SGPL GRANTS - THE APPLICATION PROCESS

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Preparing an SGPL application is relatively quick and easy compared to the work of preparing one's congregation, family, and even oneself for a sabbatical. Still, the process of applying for a grant does take some thought and time, and it involves several steps that require careful navigation. Those who are preparing to apply for a sabbatical grant may find it helpful to have this process outlined in the form of a check-off list. So here it is – an ordered list of the steps involved in applying for an SGPL grant. Please note that all of these items must be postmarked or emailed no later than September 1, 2009.

> **Before You Begin.** First, be sure to read all instructions on pages 2-5 of the Application Packet, which we will mail you upon request, or which you can download as a PDF file at <http://www.louisville-institute.org/PDFs/SGPL%20Application.pdf>.

Step I. Begin the Application Process by furnishing Applicant Information. There are essentially three ways to complete this first step of the grant application process, which provides us with your essential personal data. Complete this step via just one of three options:

Option 1 – Complete the form manually on pages 6-8 of the SGPL Application Packet. If downloading the Packet from our website, you will need to have access to a printer to print the PDF file. When you complete the Grant Application, mail it to the Louisville Institute, together with all accompanying materials.

Option 2 – Type your applicant information data directly onto the PDF form on pages 6-8 of the online version of the Packet. Save the completed form on your computer, then print it out and mail it to the Louisville Institute, or email it to us as an attachment, with “SGPL Application” in the subject line.

Option 3 (this is the option we prefer) – You may complete this step entirely on-line, eliminating the need to complete and mail in pages 6-8 of the application packet. Follow the link “Applicant Information and Project Summary Form” at the top of the page <http://www.louisville-institute.org/Grants/programs/sgplform.aspx>. Enter your personal

information on the form (and your project summary, before you press “Submit” – see Step II Option 3 below).

Step II. Submit the Project Summary electronically or attach it to the Grant Application. The Project Summary is a brief description of your project in 200 words or less. The summaries for all our 2005 -2008 SGPL grantees’ projects are posted on our website; you may find it helpful to consult them as you prepare your own project summary. You may submit your summary via any one of the three options below:

Option 1 – If you prepare your application manually, complete and submit page 8 of the Application Packet, or submit your proposal summary on a separate sheet. If you use this option, please send an electronic version of your proposal summary also via email to klichty@louisville-institute.org.

Option 2 – If you choose to fill in the PDF Project Summary form electronically, complete page 9 of the application packet, then print it and mail it to us, or attach it to an email sent to klichty@louisville-institute.org. Even if you choose to send it by mail, we still would like to have an electronic copy of your project summary, whether in a PDF file or in your word processor file.

Option 3 (our preferred option) – If you submit your applicant information online via the “Applicant Information and Project Summary Form” option (Option 3 in Step I), you need also to enter your proposal Summary before you press the “Submit” button at the bottom of the page. With this option, you do not need to send us an email version of your proposal summary. Please note, you will not be able to access this once it is submitted. If you need to make changes, please contact klichty@louisville-institute.org.

Special Note: When you submit a Project Summary, we ask you to attach your signature on page 9 acknowledging that you accept our service continuation expectations, as detailed on page 9. If you are submitting the Summary electronically, please send us that signature page with the remainder of the application.

Step III. Prepare a Full Proposal Narrative. The narrative should identify the theme, rationale, plan, benefits, and timeline of your project. More details about these elements are spelled out on page 3 of the Application Packet. It should be no more than five pages, 12 point font double-spaced, and may be sent by mail or email to our office.

Step IV. Prepare a Resume. The resume should include basic information relevant to your ministerial work – degrees earned, calls served, service to the larger church, significant publications. You need not replicate personal data already provided in the Applicant Information form.

Step V. Prepare a Statement of Context of Ministry. In two pages or less, describe your current place of ministry, the nature of your responsibilities there, and the larger context in which your organization works.

Step VI. Prepare and Forward your Request for a Letter of Recommendation. Complete the first two lines of form on page 10 of the Application Packet, and give it to your chosen reference provider, who should mail the letter and form directly to us.

Step VII. Prepare and Forward your Institution Support Form. Complete pages 11-12 of the Application Packet, then give it to the appropriate official for signature, and mail it to us.

EMAIL NOTE: When submitting part or all of your application by email, please submit everything at once. Also, it will help us keep things sorted if you put your name on all attachments.