

GRANTS FOR RESEARCHERS

**FUNDING DISCOVERY,
INQUIRY & RESEARCH**



LI
LOUISVILLE
INSTITUTE

2023 SABBATICAL GRANT FOR RESEARCHERS APPLICATION GUIDE



SABBATICAL GRANTS TO SUPPORT RESEARCH PROJECTS ABOUT CHRISTIAN FAITH AND LIFE, RELIGIOUS TRENDS AND MOVEMENTS, CHRISTIAN AND OTHER FAITH-BASED INSTITUTIONS, AND RELIGION AND SOCIAL ISSUES.



APPLICATION DEADLINE: NOVEMBER 1

GRANT AMOUNT: UP TO \$40,000

TIMEFRAME:

FALL TERM 2023-SPRING TERM 2024

OR CALENDAR YEAR 2024

APPLY ONLINE:

WWW.LOUISVILLE-INSTITUTE.ORG

THE SABBATICAL GRANT FOR RESEARCHERS

The Louisville Institute Sabbatical Grant for Researchers (SGR) program offers sabbatical grants up to \$40,000 to support research projects about Christian faith and life, the practice of ministry, religious trends and movements, Christian and other faith-based institutions, and religion and social issues. Sabbatical projects may be rooted in varied fields such as history, systematic and practical theology, social sciences, ethics, biblical studies, etc., or may be interdisciplinary in nature. Of particular interest to the Louisville Institute are projects with the potential to generate new knowledge that enriches the life of the church in North America.

Typical applicants are fully employed in accredited academic institutions and are eligible for a full year leave from teaching and administrative responsibilities. Sabbaticals grants this cycle should be used for a fall 2023 – spring 2024 sabbatical, or for the calendar year 2024.

SGR grantees are also invited to Winter Seminar, a three-day gathering in Louisville, KY, in which award recipients from four different Louisville Institute programs gather to share their projects and engage in valuable collaboration together. Winter Seminar will take place in January 2024, and all expenses for participants will be paid by the Louisville Institute.

Applications for a 2023 Sabbatical Grant for Researchers are due November 1, 2022. Click [here](#) to begin an application.

Recent SGR grantees:

[Pictured on page 1:](#)

Amey Victoria Adkins-Jones [Boston College]

See No Evil: Technology, Violence, and a Theology of Black Being

“Where we are faced with interminable grief of Black death amidst Christian theological claims that Black lives do not matter, it is clear that seeing is *not* believing, that bearing witness is not enough to challenge the chokehold of death. ”

Jared E. Alcántara [George W. Truett Theological Seminary]

Joseph H. Jackson: Enigmatic Leader, Dynamic Preacher, Cautionary Tale

“This project creates a definitive biography of the Rev. Joseph H. Jackson [1900-1990], a crucial but forgotten pastor in 20th century African American Christianity, an enigmatic leader and dynamic preacher who at one time was the most powerful African American in the world yet died in virtual obscurity, whose story still confounds many Black Christian leaders and whose contemporary significance remains unknown to the majority of church leaders in North America. ”

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THE BASICS

Who is *eligible* to apply for a SGR?

Sabbatical Grants for Researchers are awarded to scholars in the United States and Canada who have earned a terminal research degree, typically a Ph.D. or Th.D. Preference is given to applicants who are fully employed in accredited academic institutions and are eligible for up to a full academic year leave from teaching and administrative responsibilities. The SGR often helps the researcher to supplement an existing semester sabbatical with a second term or semester. [Click here to read about previous SGR recipients.](#)

Students enrolled in Ph.D. or Th.D. programs are not eligible for an SGR but may be eligible for one of our [fellowships](#). Pastors seeking sabbatical support should apply for our [Pastoral Study Project Grant](#) if they are interested in study leave, or for [Lilly Endowment Clergy Renewal Programs](#) for sabbaticals of rest and renewal. Applicants with a professional doctorate such as a D.Min. should apply for a [Pastoral Study Project Grant](#) rather than an SGR.

If you have previously received another Louisville Institute grant or fellowship you are eligible and encouraged to apply for a SGR, but all program and financial reports for any earlier grants must be submitted at least one month prior to applying for another program. Additionally, applicants may only apply for one Louisville Institute program within the same grant year (June 1-May 31).

Because the Louisville Institute is based at Louisville Presbyterian Theological Seminary, members of the LPTS staff and faculty, board of trustees, or student body, or their immediate family members (parents, spouse, or children) are ineligible to apply. Additionally, Louisville Institute grantees may not simultaneously hold two grants from Lilly Endowment-funded organizations that total more than \$45,000.

If you have questions about grant eligibility, please email grants@louisville-institute.org.

What is the sabbatical grant *timeline*?

Sabbaticals this cycle should take place fall term 2023 through spring term 2024, or during the 2024 calendar year.

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THE BASICS

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What *kinds* of SGR projects have you funded in the past?

[Previous SGR projects](#) are listed on our website, which will give you an idea of the kinds of grants we've awarded. The Louisville Institute, funded by Lilly Endowment, Inc., supports scholarly research about Christian faith and life, the practice of ministry, religious trends and movements, Christian and other faith-based institutions, and religion and social issues. We have an eye toward projects that have the potential for new knowledge that will enrich the vitality of the North American church, and we have funded a broad range of projects across religious fields including history, systematic and practical theology, social science, ethics, biblical studies, and interdisciplinary approaches.

Recent SGR grantees:



Roger S. Nam [Candler School of Theology]

The Economics of Diaspora

“Since Julius Wellhausen articulated the documentary hypothesis [1878], biblical scholarship has recognized diasporic settings as central to the formation of the Old Testament; yet, scholars and pastors rarely foreground the reality of social displacement in modern biblical interpretation.”

Christine Jean Hong [Columbia Theological Seminary]

The Stories We Never Tell: Orature with AAPI Women in the Church

“The Stories We Never Tell is an anti-colonial orature project making visible the faith stories of AAPI Christian women against the backdrop of imperialism, white supremacy, and rising anti-Asian violence.”



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THE DETAILS

How are SGR fund typically used?

Sabbatical Grants for Researchers typically buy release time from academic duties, usually to support a full year of academic leave. It's common for the total amount of an SGR budget to be designated for salary/benefit replacement. By contrast, the Louisville Institute's Project Grant for Researchers provides funds to support specified project activities and resources, such as research assistants; personal or group interviews; quantitative surveys; interview transcription and coding; hands-on examination of archival records; and other activities involved in gathering and analyzing data. If your SGR proposal requests funds to support such activities/resources, travel, or consultation, you will need to prepare a line-item budget with supporting narrative (more information about how to put together a budget can be found on pages 11-15).

Is my project a good fit for the SGR program?

We are happy to provide initial feedback on your project idea and help you determine if it fits our funding criteria. Before submitting your request to LI, fully review this Application Guide and share your plan with a few trusted colleagues to get their feedback. Also consider seeking input from persons who might be participants in your research, especially if they are members of vulnerable or underprivileged groups.

To request feedback, please respond to the following questions about your project in no more than 500 words (total):

- ◆ What is the heart of your project – the question you want to explore – and why the project is important to you, your community, and the church in North America? [2–3 sentences]
- ◆ What is the context in which you hope to carry out your project? [2–3 sentences]
- ◆ How do you plan to conduct your study? Describe the research strategies and methods you will use and why you think they are appropriate for the project.

Submit your responses using the online [Feedback Form](https://louisville-institute.org/feedback/) (<https://louisville-institute.org/feedback/>). Because we receive many requests for feedback, responses can take several weeks, but we will respond to all feedback requests submitted prior to October 1.

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THE DETAILS

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What else do I need to know *before* applying?

SGR grantees are invited to participate in Winter Seminar, a three-day gathering in Louisville, KY, in which award recipients from four different Louisville Institute programs gather to share about their projects and engage in valuable collaboration together. Winter Seminar for this grant cycle will take place in January 2024, and all expenses for participants will be paid by the Louisville Institute.

Lastly, we highly recommend that applicants share their proposal with trusted colleagues – ideally those who will write your recommendation letters – to receive feedback and suggestions prior to submitting your application.

Recent SGR grantees:



Peter Joseph Casarella [Duke Divinity School]

The Spirit of the People: A Latinx, Ecumenical Pneumatology

“We are frequently told that the Latinx people in the U.S. have already contributed a renewed, “charismatic” experience of the Church, but we have barely even begun to reflect on the meaning and significance of this “renewal” or this “charism” for the reform of the Church, for Christian unity, and for a more equitable social and political life in North America today. ”

Janna L. Hunter-Bowman [Anabaptist Mennonite Biblical Seminary]

Beyond sanctuary: new orientations for church support of immigrant communities

“Excuse me, what if what we need and want is not to go into your sanctuary but for you to join us in the streets? Will you do that?”



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THE APPLICATION

What is the application *deadline*?

All application materials must be submitted through our website no later than 11:59 p.m. EDT on November 1, 2022. Your letters of recommendation must be submitted by the recommenders by November 8, 2022. If you encounter technical problems or have other questions, email grants@louisville-institute.org. To start an application, [click here](#).

What do I *include* in my application?

Sabbatical Grant for Researchers applications require the following 10 elements. For numbers 5–8, you will prepare and upload documents to the online application; please include your name and page numbers on each page of your documents, and upload them as PDFs. Because this is a competitive program, please do your best to provide clear, refined, edited documents. We highly recommend you have a friend or colleague read through your materials before you submit them.

1. **General applicant information.** This includes your name, contact information, project timeframe, amount being requested, etc. If you have previously applied for a Louisville Institute grant, make sure to update your contact information when you begin your new application.
2. **Project core question.** In a few sentences (maximum 500 characters/about 100 words), describe the heart of your project – in the form of a question you want to explore – and why the project is important to your community, your field, and/or North American Christianity.
3. **Project summary/abstract.** In approximately 200 words (maximum 2000 characters), give a brief overview of your project. The best summaries are focused, well-articulated glimpses into your thinking that help our selection committee envision the project and your capacity to carry it out.
4. **Project snapshot.** In one sentence, provide an intriguing, quotable “snapshot” of your project (for use on our website and in publicity materials).
5. **Project narrative.** In about 1500 words (5–7 pages, double-spaced, 12-point font), tell the story of your project. Offer a clear articulation of what you are proposing, including the primary topic/question and why you want to pursue it; a description of your research methods, approaches, and/or lines of inquiry and why you’ve chosen them; and a sense of why the project is important or compelling to you personally, to the communities in which you serve and/or teach, and to the larger church and world. Our selection committees are made up of pastors and scholars from various fields, so be precise with your language but avoid highly specialized jargon. Above all, paint a picture of why your research project matters and why you want to carry it out in the form and with the goals you propose. Make sure to discuss:

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THE APPLICATION

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- ◆ *The core question at the heart of your project and how you came to ask that question.*
 - ◆ *Why the project matters to you, your community, and the larger North American church.* Make a case for why the Louisville Institute should fund your project at this time, and why you are the person to carry it out.
 - ◆ *A plan for conducting your research.* Describe your proposed methods, fieldwork, resources, etc. Indicate how and why you are using the approaches you have chosen. For example, if you want to conduct interviews, how many will you conduct, and with whom? What kinds of questions will you ask? If you want to travel, why have you chosen the locations you've chosen, and what do you hope to accomplish? You don't need to finalize every detail of your research plan for your application, but do convey to the selection committee that you've thought through the "how" of your project and its planning.
 - ◆ *How you intend to share what you discover.* Who is the intended audience for your project? Who do you hope will benefit from it? If this is a book project, describe the kind of book it will be and steps you've taken toward publication.
 - ◆ *The impact you hope your project will have.* What contribution will your project make to your field or the academy? How will your project be useful to theological or religious education, or to religious leaders or practitioners? How might this project affect you personally?
 - ◆ *A timeline for your project.* Provide an overview of the project schedule and its feasibility during your sabbatical.
6. **Bibliography.** Compile a carefully-selected bibliography (2–3 pages, double-spaced) that identifies the major relevant literature and other seminal resources related to your project.
7. **Proposed budget:** If the total amount of your grant will be designated for salary/benefit replacement for a specified period of time and the grant will be made payable to your institution, then a simple statement to this effect will suffice for your budget. For example: *The total amount of this grant, \$40,000, is to be made payable to [Name of Institution] and used for salary/benefit replacement for Dr. [Name]'s research leave from January 1 through December 31, 2024.* If your FBG proposal requests funds for resources, consultation, travel, or any activities beyond or in addition to salary/benefit replacement, you must provide both a line-item budget and an explanatory budget narrative for your project. Normally, the Louisville Institute will pay the grant directly to the institutions of the grantees. The Louisville Institute allows up to 10 percent of the total grant amount to go to indirect costs and/or administrative or institutional overhead. More information about preparing a budget, including how to calculate indirect costs, can be found on pages 10–14.

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THE APPLICATION

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8. **Curriculum vitae or resume.** Provide a CV or resume of no more than 4 pages that includes you education (with dates attended and degrees earned, starting with the most recent), employment (starting with most recent), publications, professional affiliations, and other relevant information that will help the selection committee get to know you.
9. **Two letters of recommendation.** You will be asked to provide contact information (name, email address, and phone number) for your recommenders, and they will be sent a link by email through which they can upload letters.
 - A. **Colleague letter.** Your first recommendation letter should come from a colleague within or outside your institution who can provide a candid assessment of your reliability and capacity to carry out the proposed project. Your recommender should describe how your previous work demonstrates skills needed to conduct this study and coordinate this grant, and indicate ways this project might strengthen the church in North America.
 - B. **Feasibility letter.** Your second letter should come from someone who can provide a candid assessment of the need for this project, its feasibility, and its distinctiveness in light of what others are doing or have already done. Your recommender should tell us why this proposed project matters, how you are well-suited to undertake this venture, and why this study has relevance for the church in North America.

As soon as you submit contact information, your recommender will automatically receive an email with a link to submit a letter online. Make sure to contact your recommenders in advance to explain the grant and share your project proposal. LI will notify you via email when we receive each letter. Letters of recommendation must be submitted by November 8, 2022.

10. **Letter of release:** Your letter of release should come from your academic dean or department chair who will confirm your release from teaching and academic responsibilities in the event a grant is awarded. You will be asked to provide contact information (name, email address, and phone number) for the appropriate person. We will immediately email your contact with a link to submit their documents online. We will also notify you via email when the letter is received. Applicants should be in touch with their deans/chairs in advance to explain the grant and the release requirement. This letter must be submitted by November 8,

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THE APPLICATION

2022.

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Can I *edit* my application?

You can edit all portions of your application until 11:59 p.m. EDT November 1, 2022. Unfortunately, changes cannot be made after the application deadline.

How do I know my application is *complete*?

In the week after the application deadline, LI staff will process the applications to prepare for the selection committee. If your application is incomplete, we will follow up with you. Once your application is complete, we will email you confirmation.

Recent SGR grantees:



Kim Marie Vaz-Deville [Xavier University of Louisiana]
Masked in Mardi Gras: The Sacred Visual Art of African American New Orleans Carnival

“Masked in Mardi Gras are cultures in dialogue expressed by unique sartorial creations and their pageantry displayed in sanctified performances at the intersection of the neighborhood street, Carnival, and the world of the spirits.”

Emmanuel Katongole [University of Notre Dame]
Sowing Hope: Integral Ecology and Theological Peacebuilding
“A timely investigation of a promising model of responding to the ecological crisis, using both a theoretical and practical approach.”



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THE BUDGET

How do I prepare an application budget proposal?

An essential part of applying for a Sabbatical Grant for Researchers is specifying how the funds will be spent. If the total amount of your grant will be designated for salary/benefit replacement for a specified period of time and the grant will be made payable to your institution, then a simple statement to this effect will suffice for your budget. For example: *The total amount of this grant, \$40,000, is to be made payable to [Name of Institution] and used for salary/benefit replacement for Dr. [Name]'s sabbatical leave from January 1 through December 31, 2024.*

If your SGR proposal requests funds for resources, consultation, travel, or any activities beyond or in addition to salary/benefit replacement, you must provide both a line-item budget and an explanatory budget narrative for your project. Use your line item budget and budget narrative to further explain your project and what it entails. Specific directions follow. Most budget proposals are 2–3 pages total. Put your name on each page of your budget, number the pages, and upload it to your application as a PDF.

1. Line Item Budget

Your line item budget should consist of a list of the categories in which you expect money will be spent (e.g., personnel, travel, books, etc.) and the anticipated costs in each. Your total amount should equal the amount you are requesting as a SGR grant.

If grant funds will be spent over two years, arrange the budget in a calendar-year format to indicate annual expenditures. Columns for each year should show the total of each line item that calendar year, and the last column should show the grant total of the budget item. See sample budget #2. If your grant request represents a portion of a larger project (and you will receive support beyond the PGR grant), include a general budget for the whole project, as well as its sources of funding, and indicate within it the expenditures the SGR grant will fund.

The sample budgets below are simple examples that do not include all possible line items. Please create a budget and categories that align with your project.

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THE BUDGET

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Example of SGR Line-Item Budget

Project Title	Proposed Budget		Total
	2023	2024	
1. Personnel			
Transcription Assistant (140 hrs @\$10/hr)	1400		1400
Course release (2 courses per semester @ \$5K/course)	10,000	10,000	20,000
2. Equipment			
Sony Digital Flash Voice Recorder	50		50
3. Travel			
Ground transportation, 670 miles @ \$.53/mile		355	355
Airfare to Denver, Atlanta, Dallas, New York	1000	1000	2000
Lodging (8 nights)	800	800	1600
Meals (12 days @ \$75 per diem)	450	450	900
4. Supplies			
Printing, materials, etc.	1250	820	2070
5. Participant Compensation			
22 church leaders for interview @\$50	1100		1100
6. Miscellaneous			
Books and Reference Materials	750		750
		Direct Cost	29,225
		Indirect Cost (10%)	2,922
		Total Requested	32,147

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THE BUDGET

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SAMPLE BUDGET: Project Title, Proposed Budget

	2023	2024	TOTAL
Personnel			
Salary replacement [3 months @ \$2,000 per mo]	\$6,000	\$6,000	\$12,000
Research Costs			
Books & Reference Materials	\$250	\$200	\$450
Telephone, FAX, mailing, copies, supplies	\$300	\$300	\$600
Travel & Lodging	\$725	\$350	\$1,075
TOTAL REQUESTED	\$7,275	\$6,850	\$14,126

2. Budget Narrative

The budget narrative is essentially a series of sentences or paragraphs that illustrate your budget proposal. The budget narrative gives explanations for the items in your budget and enables us to understand your proposal more fully. To create a budget narrative, list all the items in your line item budget, and provide a brief description of and rationale for each. Specifically include:

- ◆ the item from the budget
- ◆ how the item helps accomplish the project
- ◆ how you calculated the amount requested

Example: **“Item 1: Research Assistant, \$1200.** In order to complete my project, I anticipate needing a research assistant for X hours, and we pay \$x/hour.”

Examples of common budget items

Personnel

- ◆ Salaries/Wages

Typically, salary or wages go to support the work of people participating in the proposed project, such as the project director and research assistants. List the position and the salary or wages requested for each person’s work. In the budget narrative, state what that person’s activities are with regard to the proposed project.

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THE BUDGET

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- ◆ Fringe Benefits

If needed, calculate the salary percentage your organization charges to fringe benefits. If you use different rates for different individuals, your narrative should contain a table summarizing calculations for each person.

Sample Table:	Salary	Fringe Rate	\$\$
Project Director	\$40,000	25%	\$10,000
Secretary	\$15,000	20%	\$3,000
Research Assistant	\$20,000	N/A	\$0
TOTAL			\$13,000

Administrative Costs

This category includes expenses directly related to performing the proposed grant project, such as supplies, printing, postage, and telephone. These items need not be separately identified in the line item budget, but should be explained in the budget narrative. If there is a single large expense within this category, such as significant printed materials, list that expenditure under a separate line item.

Equipment

Although the Institute does not ordinarily award grants for capital expenditures, some projects may require the purchase of equipment for the achievement of project goals. List equipment requests separately from administrative support; estimate purchase price and document why you need this equipment.

Travel

Indicate projected travel expenses and document your calculations. Estimate travel expenses based on your organization's standard travel policies. If your organization specifies a per diem amount for travel, indicate this amount and what the figure includes. [Note: some per diem amounts include hotel expenses while others do not.]

Consultants

If you plan to hire project consultants, describe the purpose, expected duration of the consultant's work, and the rate you expect to pay. Consultant fees and travel expenses should be on separate lines unless fees include travel costs. When you hire consultants, initiate and retain for your files a contract that includes the following:

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THE BUDGET

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- ◆ consultant's name, address, and social security number
- ◆ beginning and ending dates of engagement, and estimated number of consulting hours to complete the project
- ◆ description of work to be performed, reports written, etc.
- ◆ hourly rate and method of payment for work performed
- ◆ description of any special arrangements such as the hiring of secretarial/clerical assistance, renting of office space or equipment, overhead expense, etc.
- ◆ a termination statement noting time requirement and obligations for payment

Conferences

If your project includes a conference, list all costs directly related to the conference, using separate line items, e.g., travel, food, lodging, honoraria, etc.

Miscellaneous Costs

A separate line item may include miscellaneous costs that are not itemized above and not easily identified, but may be necessary to conduct the project. Please explain the types of items/activities you intend the miscellaneous costs to include.

Other notes on preparing your budget:

Indirect costs. The grant or contract offices at your institution may require that a percentage of the grant go to indirect costs or overhead to administer the grant. If your institution requires indirect costs, include this as a line item in your budget. The Louisville Institute stipulates that no more than 10 percent of the grant may go toward these indirect costs. Indirect costs are calculated as a percentage of the grant money awarded, and the total of both the grant and the indirect costs cannot exceed \$40,000. For example, the maximum amount of indirect costs you may request for a \$40,000 grant is \$3,636 – \$36,364 for the grant, and \$3,636 for the indirect costs, for a total of \$40,000.

Tax considerations. Because individual recipients of Louisville Institute grants may be liable for income taxes on funds awarded, grantees typically have grants made payable to a tax-exempt nonprofit organization with 501(c)(3) status. The Institute does not provide advice on tax matters; we advise you to consult your own tax advisers to determine how grant funding might affect your taxes.

Questions? Email us at grants@louisville-institute.org.

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THE SELECTION PROCESS

What is the *selection* process for the SGR program?

Every year the Louisville Institute appoints a selection committee made up of religion scholars from various fields who review proposals and award Sabbatical Grants for Researchers. Committee membership and deliberations are confidential.

How *competitive* is this grant?

We are often asked how many applications we receive for our grants. For each of the last several years of the SGR program, we have averaged 70 eligible applications, and have awarded about 14-15 grants.

When will I find out the *results* of the selection process?

All applicants will be notified as soon as possible following the selection process, which usually takes place about 6 weeks after the application due date. Awards will be announced publicly around February 1, 2023.

Can I *reapply* another year?

Of course! It is common for individuals to apply for grants more than once, though we do ask that you apply to only one grant program each year (June 1–May 31).

Questions? Don't hesitate to contact us! grants@louisville-institute.org



We are excited that you are considering applying for one of our SGR grants, and we look forward to receiving your application! For some applicants, the idea of putting together a research project proposal might feel a bit daunting, but we are here to help your project flourish. If you have questions about eligibility, the application, or anything else along the way, please contact us: grants@louisville-institute.org.

Warm wishes,



Rev. Dr. Aimee Moiso
Associate Director

AssociateDirector@louisville-institute.org

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THE LOUISVILLE INSTITUTE

Who We Are

Funded by the Religion Division of Lilly Endowment, Louisville Institute awards grants and fellowships to those who lead and study North American religious institutions and practices, advancing scholarship to strengthen church, academy, and wider society.

- [Grants](#)
- [Fellowships](#)

The Institute's [Advisory Board](#) shapes mission and policy, reviews and approves grant proposals, and evaluates initiatives and programs. Gerardo Marti [Interim Executive Director], Aimee Moiso [Associate Director], Jessica Bowman [Assistant Director of Programs] and Keri Liechty [Assistant Director of Marketing & Communications] guide the Institute work on a daily basis.

The mission of the [Religion Division of Lilly Endowment](#) frames its work and grantmaking in terms of the following mission statement:

Our primary aim in religion is to deepen and enrich the religious lives of American Christians, principally by supporting efforts that enhance the vitality of congregations. We seek to ensure that congregations have a steady stream of wise, faithful and well-prepared leaders. We also support efforts that help Christians draw on the wisdom of their theological traditions as they strive to understand and respond to contemporary challenges and live their faith more fully. In addition, we work to foster public understanding about religion and help lift up in fair and accurate ways the contributions that people of diverse religious faiths make to our greater civic well-being.

Contact Us:

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Twitter: [@LoulInst](https://twitter.com/LouInst)

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