



Louisville  
Institute

## 2018-19 First Book Grant for Minority Scholars

Application Deadline: January 15, 2018

Grant Amount: Up to \$40,000

Louisville Institute's First Book Grant Program for Minority Scholars (FBM) assists junior, non-tenured religion scholars of color to complete a major research project that will benefit the church in North America. All too often such scholars are asked to assume a heavy set of institutional responsibilities that can make it more difficult to complete the scholarly work necessary to secure tenure. FBM enables scholars to spend an entire academic year devoted to that research project while free of other professional responsibilities.

Louisville Institute seeks to identify and support scholars of color whose academic work is in conversation with church leaders and shows promise to strengthen their faith communities. Successful proposals show how scholars shape all aspects of a study in clear reference to a core, guiding question, and how their planned sabbatical leave is well-timed to engage their projects at full stretch. The selection committee gives preference to studies that show potential for inquiry and discovery, for analyzing reliable new data rather than repackaging conventional knowledge. The proposed research should be framed with reference to relevant scholarship and its significance.

First Book Grant budgets buy *release time* from academic duties and must support a full year of academic leave. It's common for the total amount of the proposed budget to be designated for salary/benefit replacement. If your grant proposal requests funds to support *specified project activities and resources* (e.g., travel, consultation, research assistants, quantitative surveys, interview transcription and coding, examination of archival records), you will need to prepare a line-item budget with supporting narrative (see **FBM Budget Preparation Guide**, pages 6-10).

First Book grantees exemplify a range of academic fields and research trajectories, as evident in the summary descriptions of these recently funded projects:

- ❖ [Daniel Vaca](#) (Brown University) describes how commercial media shaped the evangelical book industry in North America throughout the twentieth century.
- ❖ [Courtney Goto](#) (Boston University School of Theology) draws on Asian American perspectives to analyze hidden assumptions and categories that dominate the field of practical theology.

- ❖ [Reggie Williams](#) (McCormick Theological Seminary) explores how depictions of Jesus by the Harlem Renaissance literary movement asserted the humanity of black people in a racist world.
- ❖ [Hosffman Ospino](#) (Boston College) identifies how the emerging dynamics of multicultural U.S. Catholic parishes are changing the experience of American Catholicism “from below.”

The First Book Grant program is highly competitive. Communicate as effectively as possible what question you intend to investigate and why it matters; how you plan to conduct your study (describing data that will inform your analysis); and how you, your colleagues/field, and North American faith communities will benefit from the proposed project. Indicate the wider significance and relevance of your project, including a clear plan for sharing project findings with people and institutions that need to learn from your discoveries.

We recommend that applicants share a version of their proposal narrative with trusted colleagues—ideally those asked to write recommendation letters — to receive feedback and suggestions prior to submitting the application. Only well-written proposals are likely to be funded.

## Eligibility and Application Requirements

### Eligibility

Applicants must be:

- members of a recognized racial/ethnic minority group;
- recipients of an earned doctoral degree (normally the Ph.D., Th.D., or pontifical S.T.D.);
- a pre-tenured faculty member in a full-time, tenure-track position at an accredited institution of higher education (seminary, college, or university) in the United States or Canada;
- able to negotiate a full academic year free from teaching and committee responsibilities; and
- engaged in a scholarly research project leading to the publication of their first book—or second book, if required for tenure—focusing on some aspect of Christianity in North America.

If the institution does not award tenure, the school must provide some form of continuing, full-time employment, such as renewable term contracts. For purposes of this grant program, the term “racial/ethnic minority group” includes African Americans, Hispanics, Native Americans, Asian Americans, Arab Americans, and Pacific Islanders.

Grantees must be released from all teaching, administrative duties, and committee responsibilities during the award year. Applications must include a letter from the appropriate dean or chairperson confirming that a) if the First Book Grant is awarded, the applicant will be released from all academic responsibilities; and b) the applicant’s writing project is crucial to the tenure review process. If the

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institution does not award tenure, this letter should also briefly describe the faculty review process that provides faculty members with continuing, full-time employment, such as renewable term contracts.

Grantees may not accept other awards that provide a major stipend during the tenure of this grant except insofar as necessary to bring the sabbatical year salary up to the grantee's full salary level. Although the Louisville Institute First Book Grant Program for Minority Scholars has no residence requirement, all FBM grantees selected in 2018 are expected to participate in the Institute's January 2019 Winter Seminar (dates TBD) held on the campus of Louisville Presbyterian Seminary. The Institute will pay travel and lodging expenses for this gathering.

Previous LI grantees are eligible and encouraged to apply; however, all program and financial reports for any previous grants must be submitted prior to January 15th. Applicants may not submit applications to more than one Louisville Institute grant program within the same grant year (June 1-May 31). Louisville Institute grantees may not simultaneously hold two grants from Lilly Endowment-funded organizations that total more than \$45,000.

Questions about eligibility may be sent to [klichty@louisville-institute.org](mailto:klichty@louisville-institute.org)

## **Timeline Options**

For 2018 FBM grantees, this should either be Fall Term 2018 through Spring Term 2019 or calendar year 2019.

## **FBM Feasibility Feedback**

Louisville Institute is glad to provide brief initial feedback to help you determine if your FBM project idea fits our funding criteria. Because of the large number of FBM applicants, consultation does not guarantee funding. However, staff feedback can help you discern whether to develop your ideas into a full grant proposal.

Before contacting us, please do the following:

- **State** your project's core question — framed as a question — and say why it is important to faith communities in North America (one paragraph).
- **Identify** how you plan to investigate this question, indicating potential research strategies (2-3 paragraphs).
- **Share** your outline with several trusted colleagues and incorporate their feedback.

After completing these steps, email your brief project outline (500 words maximum) to Don Richter with the subject "FBM feedback." We will respond to all feedback requests submitted prior to December 15.

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# FBM Proposal Requirements

In order for an application to be considered for a grant, applicants must go to [APPLY](#) on our website and submitted all application materials no later than January 15, 2018. Letters of Recommendations must be submitted by the recommender by January 22, 2018. If you encounter problems, contact [Keri Liechty](#).

A complete proposal includes the following elements:

- **Applicant Information (online form)**
  - Application details (time frame, amount, etc.)
  - Core Question: In 1-3 sentences, state your project's core question—framed as a *question*—and say why it is important to the church in North America.
  - Project Summary: Summarize your project in approximately 200 words.
  
- **Proposal Narrative:** In approximately 5-7 pages (12-point and double-spaced) describe your proposal in detail, using the following outline:
  - **Concern/Question:** What is the primary concern or question being addressed?
  - **Rationale:** Why is the proposed topic important to you and to the church? What are the consequences if this issue is not investigated and responded to?
  - **Plan:** How do you intend to study and investigate the concern? Include a description of the way in which you will conduct the inquiry: field work if appropriate, travel, and other resources and activities necessary to complete the project.
  - **Dissemination:** Who is your audience for this research? How do you plan to share your research with them? What oral forms of dissemination fit the project (e.g. sermons, education venues, speeches, conference papers)? What written forms of dissemination fit the project (e.g., essay, article, book, other possible publication venues)?
  - **Impact:** What personal, academic, and spiritual impacts do you see for yourself in engaging in this project? What benefits will come to your institution and to the larger church?
  - **Timeline:** What is the schedule and timeline for the project? For 2018 FBM grantees, this should either be Fall Term 2018 through Spring Term 2019 or calendar year 2019.
  
- **Bibliography:** Compile a carefully selected bibliography (2-3 pages, double-spaced) that identifies the major relevant literature and other seminal resources in the field you plan to study.

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- **Proposal Budget:** If the total amount of your FBM budget is designated for salary/benefit replacement for a specified time frame, and the grant is made payable to an institution, then a simple statement to this effect will suffice as your budget. 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 Professor (Name)'s sabbatical leave from January 1 through December 31, 2019.*

If your FBM proposal requests funds to support resources, consultation, travel, or any activities beyond salary/benefit replacement, you are required to prepare a line-item budget with explanatory narrative (see pages 6-10).

For FBM the total amount requested may not exceed \$40,000. Since the Louisville Institute pays the grant directly to the applicant's academic institution, the budget cannot include indirect costs to institution.

- **Curriculum Vitae or résumé:** The CV or résumé (no more than 4 pages) should include educational experience (with graduation dates), publications, current employment, and other information that will help the selection committee become better acquainted with the applicant.
- **Two Letters of Recommendation** (Colleague and Assessing Project Feasibility):  
When uploading your application materials, please provide the names, email addresses and phone numbers for your recommenders. LI will immediately email those recommenders with a link to submit their documents online. LI will also notify you via email as each person successfully submits a letter/support. Applicants should contact their recommenders in advance to explain procedures and guidelines. Letters of Recommendation must be submitted by January 22.
  - **Letter of Recommendation from Colleague:** Your Colleague letter should come from someone – either 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 First Book Grant for Minority Scholars. In what ways might this project strengthen the church in North America?
  - **Letter Assessing Project Feasibility:** Your Feasibility letter should come from someone who can provide a candid assessment of the need for this project, the feasibility of this project, and the distinctiveness of this project in light of what others are doing or have already done. Your recommender will tell us how you are well-suited to undertake this collaborative venture and why the proposed project has relevance for the church in North America — Why is this a living question that we must address to insure the vitality of Christian faith communities in North America?
- **Letter of Release:** Provide the name, email address, and phone number for your academic dean or department chair. LI will immediately email this person a link to submit the letter of

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release online. This letter should confirm that a) if the First Book Grant is awarded, the applicant will be released from all teaching and administrative responsibilities during the entire academic leave; and b) the applicant's writing project is crucial to the tenure review process. Verification must to be submitted by January 22, 2018.

## **Review and Selection Process**

Every year the Louisville Institute Board appoints a selection committee to review proposals and award FBM grants. Committee membership and deliberations remain confidential. Applicants whose projects are not funded will be notified by mail as soon as possible following the adjudication process. Due to the large number of applications the Institute receives, LI Board and staff members do not provide additional feedback on declined proposals.

## **FBM Budget Preparation Guide**

An essential part of applying for any Louisville Institute grant is preparing a budget with explanatory narrative. The Institute closely reviews the information you provide and analyzes what you anticipate the proposed activities will cost.

If the total amount of your FBM budget is designated for salary/benefit replacement, then a simple statement to this effect will suffice as your budget. Example: *The total amount of this grant (\$40,000) is to be made payable to (Name of Academic Institution) and used for salary/benefit replacement for Professor (Name)'s sabbatical leave from January 1 through December 31, 2018.*

If your First Book Grant proposal requests funds to support resources, consultation, travel, or any activities beyond or in addition to salary/benefit replacement, you are required to prepare a *line-item budget* with explanatory *budget narrative* that supports your request. Note that the full amount of the requested grant will be paid directly to your academic institution.

### **Line-Item Budget**

List all the appropriate accounts where grant funds will be spent (e.g., Personnel, Travel, etc.) and indicate the anticipated costs of project activities in each of these line items. Consult with your school's grants-and-contracts staff to develop the budget based on your organizational chart of accounts; this will enable both Institute staff and your school's staff to monitor the budget more easily.

If requesting funds for more than one calendar year, arrange the budget in a calendar-year format, even though your school's fiscal year may be different. The last right-hand column should show the total of each line item for the duration of the project, including the grand total of funds requested.

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## Example of a FBM Line-Item Budget

	2018	2019	Total
<b>1. Personnel</b>			
Salary/benefits for two semesters	14889	14889	29778
Transcription services (140 hrs @ \$10/hr)	1400		1400
<b>2. Equipment</b>			
Sony Digital Flash Voice Recorder	47		47
<b>3. Travel</b>			
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
<b>4. Supplies</b>			
Printing, materials, etc.	1250	820	2070
<b>5. Participant Compensation</b>			
22 church leaders for interview @\$50	1100		1100
<b>6. Miscellaneous</b>			
Books and Reference Materials	750		750
		<b>Total Requested</b>	40,000

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## Budget Narrative

Include a written justification for each line item in your budget, succinctly describing:

- the specific item
- how the specific item relates to the project
- how you calculated the amount requested

Below are possible line-item categories for the First Book Grant, though not all items will appear in all budgets. FBM funds may be used to support specified project activities and resources such as: research assistants; quantitative surveys; interview transcription and coding; or expenses for examination of archival records.

### 1. Personnel

#### A. Salaries/Wages

List the position and the salary or wages requested for each person's work in the proposed project. If you would like the Institute to fund a percentage of someone's salary, note that percentage. Indicate each person's activities with regard to the proposed project.

#### B. Fringe Benefits

Indicate the percentages of salaries 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
			\$13,000

### 2. Administrative Support

This category includes general expenses directly related to performing the proposed grant project. Typical entries include supplies, printing, postage, telecommunications and information technology. Explain the need for these items in the budget narrative. List any large expenditures as separate line items rather than under the general administrative support category.

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### **3. 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. Please list equipment requests separately from administrative support; estimate purchase price and document why you need this equipment.

### **4. Travel**

Indicate projected travel expenses and document your calculations. Estimate travel expenses based on your school's standard travel policies. If your school specifies a per diem for travel, indicate this amount and note what the figure includes. For instance, some per diem amounts include hotel expenses and others do not.

If the Institute funds your request, we require that your school retain ticket stubs and itineraries to document air travel (for the grantee's files, not Institute files). We also require that the grantee's dean or department chair approve funds requested for this line item.

### **5. Consultants**

If you plan to hire project consultants, describe the purpose, expected duration of the consultant's work, and the daily/hourly rate you expect to pay. Consultant fees and travel should be on separate lines unless fees include travel costs.

When you hire consultants, initiate and retain in your files a contract that includes the following:

- ❖ 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

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## **6. Consultation or Conference**

If your project includes a consultation or conference, list all costs using separate line items for travel, food, lodging, honoraria, etc.

## **7. 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. Explain the types of items/activities you intend the miscellaneous costs to include.

## **8. Indirect Costs**

Since the Louisville Institute pays the grant directly to the applicant's academic institution, the budget cannot include indirect costs to the institution.

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## ***Once you receive a grant...***

### **Who receives the check?**

Grant documents and checks will be issued to your institution, unless otherwise specified.

### **Will I receive a 1099 if the grant is made to me personally?**

No, you will not receive a 1099. Individual recipients of Institute grants may be liable for income taxes on funds awarded, depending on whether the funds are used to pay tuition and certain other related expenses, the amount of the recipient's other income, the law of the recipient's domicile, and other factors. The Louisville Institute does not provide advice on tax matters. Applicants should consult their own tax advisors to determine the tax consequences of grant monies.

### **When will grant money be made available?**

Once we have received your signed grant documents, grant checks will be issued in a single check approximately 60 days before the scheduled start of your grant.

### **How do I request changes to my budget/timeline?**

If your timeline changes as your project unfolds, submit your revised timeline and explanation to Don Richter for approval.

Grantees may reallocate budgeted items up to \$500 or 10% of individual line item amounts by giving written notice to the Institute. Budget changes in excess of these limits must receive written approval of the Institute. For budget changes, submit a revised budget alongside the original budget via email to Don Richter ([drichter@louisville-institute.org](mailto:drichter@louisville-institute.org)).

### **What are the Post-Grant Reporting requirements?**

Grantees shall submit program and financial reports to the Louisville Institute approximately 60 days after the conclusion of their grant period. Reporting document will be emailed to those who receive awards. In addition, one copy of any published article and three copies of any published book produced during or as a result of the grant period should be sent to the Louisville Institute.

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## Who We Are

The Louisville Institute is a Lilly Endowment-funded program based at Louisville Seminary supporting those who lead and study North American religious institutions. The fundamental mission of the Louisville Institute is to enrich the religious life of North American Christians.

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

The Institute's [Board of Directors](#) shapes mission and policy, reviews and approves grant proposals, and evaluates initiatives and programs. Aided by a Communications Coordinator and an Administrative Assistant, the Executive Director and Associate Director guide Institute work on a daily basis.

[The Religion Division of Lilly Endowment](#) supports programs and projects that address three broad questions:

- ***How do we identify, recruit and call forth a new generation of talented Christian pastors?***
- ***How do we best prepare and train new ministers for effective and faithful pastoral leadership?***
- ***How do we improve the skills and sustain the excellence of pastors currently serving congregations?***

The Endowment also funds efforts that enhance the vitality of local congregations and that enable ordinary church members to mine the deep wisdom of the Christian faith and to take up their vocations in the life of the world as people of faith.



Funded program by Lilly Endowment based at Louisville Seminary.

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