



# THE LOUISVILLE INSTITUTE

*A sustained season to contemplate...to collaborate...to create.  
The Louisville Institute grants pastoral leaders time away from the office  
to invest their energy in projects that matter for the whole church.*

## Pastoral Study Project

**Pastoral Study  
Project Grants**  
Pursue your passion  
for learning, revive  
your soul...

The Louisville Institute is funded by the Religion Division of Lilly Endowment and based at Louisville Presbyterian Seminary. The Institute supports those who lead and study North American religious practices and institutions.

Are you a North American pastoral leader with a project you wish to undertake or complete, but ministry responsibilities make it challenging for you to find the time necessary for the task? Do you have a vocation for study, reading, and writing that is difficult to fulfill amid the press of other pastoral duties?

Through its *Pastoral Study Project* program (PSP), the Louisville Institute offers pastoral leaders the opportunity to engage in thoughtful study and inquiry about issues related to Christian faith and practice, religious institutions, and the practice of ministry in our place and time. Pastoral study may be independent or collaborative, and can move beyond the conventional parameters of academic degree programs or professional development seminars.

We believe that pastoral leaders have a singular, significant vantage point on the challenges and promises of faith, practice, and ministry. With adequate time and support, pastoral leaders can develop and share their wisdom on important issues for Christian life and practice today, and thus extend their leadership in ways that can benefit the broader church and culture.

The PSP program complements the Institute's other research grant programs, which are often situated within academic contexts and calendars. Equally rigorous, the PSP privileges pastoral perspectives and rhythms, honoring grassroots research conducted by skilled, working clergy.

We offer the gift of time to our grantees with the hope and expectation that what they learn will prove instructive for the wider church as well as for themselves and their own ministry settings, to the end that the religious lives of North American Christians might be enriched and their congregations strengthened.

Blessings in your ministry,

Don C. Richter  
Associate Director  
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*Completed proposal must be submitted online no later than  
September 1, 2015. Grant period shall occur between  
January 1, 2016 and June 30, 2017.*



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## Eligibility and Application Requirements

The Louisville Institute awards Pastoral Study Project grants of up to \$15,000. These grants are intended to provide pastoral leaders the time and space to devote an extended season to prayerful study and reflection, for the renewal of their vocations and places of ministry, as well as for the benefit of the wider church and culture.

### Eligibility

The program is open to Christian clergy, church staff members, chaplains, denominational staff, and others regularly employed in recognized positions of pastoral leadership, ordained and lay. It is also open to ordained ministers who are not currently employed by a religious organization. Seminary administrators and faculty members are not eligible for this grant program, nor are members of the Louisville Presbyterian Seminary Board, staff, or student body - including immediate family members (parents, spouse, or children).

The program is open to pastoral leaders in the United States and Canada. Previous recipients of any Louisville Institute grants are eligible and encouraged to apply; however, all program and grant reports for any previous grants must be submitted prior to September 1st.

Pastors enrolled in Ph.D. or Th.D. programs are ineligible for the PSP grant but may be eligible for a [theological education fellowship](#) (see "Fellowships" section of Institute website).

### Pastoral Study Project Consultation

PSP grantees selected in 2015 are required to attend a Louisville Institute consultation hosted at Louisville Presbyterian Seminary [February 1-3, 2016](#). The Institute will pay for travel and lodging expenses to attend this gathering.

Beyond the consultation, PSP grantees are not required or expected to be in residence at Louisville Presbyterian Seminary during their grant period.

### What This Program Does Not Fund

This program does not fund basic program support for organizations, regular salary support for religious workers, expenses related to pursuit of a degree, or capital expenditures beyond what may be necessary to conduct research (such as recording devices). If appropriate, your budget may include a stipend for supply ministers who fill in for you while you are conducting your project.

### Timeline Options

The study period may vary according to the needs and availability of the applicant. Possible options include an extended period fully away from work, designated weekly or monthly days or part-days, or intermittent blocks of time away from work. Grant leave must be over and above the grantee's regular days off, vacation time, and study leave.

The project window for recipients of a 2015 Pastoral Study Project grant is an 18-month period between January 1, 2016 and June 30, 2017. Applicants who wish to conduct their project after that time period should apply in 2016.

*Awards will be announced on or before December 1, 2015.*



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## Proposal Elements and Instructions

The Pastoral Study Project program is highly competitive. Applicants must communicate as effectively as possible why they are applying, what they will do during their study period, and how they, their place of ministry, and the wider church will benefit from the proposed project.

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

In crafting a proposal, first clarify the core question that will shape your project. Successful proposals show how all aspects of the project are shaped in clear reference to the central question or concern, and how the overall design is well suited to the time frame in view. Preference will be given to proposals that develop adaptive approaches to their problem rather than simply marshaling technical solutions.

Explain how your particular ministry experience has shaped the focal concern of your project. Then 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 encourage and welcome proposals on a wide range of topics and interests. The topic should be clearly related to the pastoral work in which the applicant has been engaged, so it is clear why he or she is well positioned to address it. Proposals should relate to the Louisville Institute's core interests in Christian faith and life, religious institutions, and pastoral leadership. The following topics are offered only as suggestions, to stimulate your imagination as you develop your own topic: A good guiding question, or "little quest," is often at the heart of a compelling project proposal:

**Faith Practices** – What distinctive practices are vital to Christian faith and life, and how may they be best cultivated for sustaining Christian life in particular, contemporary contexts?

**Leadership** – How do pastors cultivate wisdom for sustaining a flourishing ministry? In what ways is the well-lived pastoral life nurtured through ongoing encounter with scripture, theology, tradition, and culture?

**Ecclesiology** – What new forms of church are taking shape on the North American religious landscape? What can we learn from faith communities that embody fidelity to place, and from those that equip members to be the apostolic, missional church?

**Ecological Issues** – How do the Christian doctrines of creation and stewardship shape the church's understanding and practice of earth-keeping as a Christian mandate, and what does that look like in terms of energy use, carbon footprint, greenhouse gas emissions, etc.?



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## Proposal Details

A complete proposal includes the following elements. In order for an application to be considered for a grant, all of these must be submitted online to the Louisville Institute no later than September 1, 2015.

- ✓ Applicant Information, Core Question and Project Summary
- ✓ Proposal Narrative
- ✓ Bibliography
- ✓ Budget
- ✓ Résumé
- ✓ Statement of Ministry Context
- ✓ Two Letters of Recommendation (Ministry Colleague & Assessing Project Feasibility)
- ✓ Institutional Support Declaration

**Applicant Information:** Submit contact information, timeframe, and budget amount online. (Requires establishing a personal account at [http://www.louisville-institute.org/Secure/ggrant\\_application1.aspx](http://www.louisville-institute.org/Secure/ggrant_application1.aspx)).

**Core Question:** In 1-3 sentences, state your project's core question and state why it is important to the church in North America.

**Project Summary:** A description, in 200 words or less, of the theme and outline of your proposal and project plan.

**Proposal Narrative:** In approximately five pages (12-point and double-spaced) describe your proposal in detail, using the following outline:

1. **Concern/Question** – What is the primary concern or question being investigated?
2. **Rationale** – Why is the proposed topic important to the church? What are the consequences if this issue is not investigated and responded to? Why are you the right person to undertake this project?
3. **Plan** – How do you intend to study and investigate the concern? Include a description of the way in which you will conduct the inquiry: study methods, field work if appropriate, travel, and other resources necessary to complete project.
4. **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, and possible web publication venues)?
5. **Impact** – What changes do you hope that this project will effect in your place of ministry? What might be its consequences for the larger church?
6. **Timeline** – What is the schedule and timeline for the project? Be as specific as possible.

**Bibliography:** A carefully selected bibliography should indicate that the applicant knows or will get to know the major relevant literature in the field he or she is investigating. The bibliography should be no more than 2-3 pages, double-spaced.



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**Proposal Budget:** A line item budget is required, together with an explanatory budget narrative. Be clear in showing the connections between particular expenses and the project's objectives. Budget preparation guidelines are available at <http://www.louisville-institute.org/PDFs/PSP%20GUIDE%20FOR%20BUDGET%20PREPARATION.pdf>

**Résumé (four page maximum):** The résumé should include educational experience (including dates of graduation), ministry experience (including dates of service), and other information about the applicant that will help the selection committee become better acquainted with the applicant (e.g., ministerial standing, date of ordination, service to the wider church, awards, and publications).

**Statement of Ministry Context:** Tell us about your congregation or organization and your role in it. This should be no more than two pages double-spaced.

**Letters of Recommendations and Institutional Support Declaration:**

When uploading your application materials, please provide email addresses for your recommenders and for an appropriate representative verifying institutional support. After submitting your application, the Louisville Institute will immediately email those three persons with instructions for submitting their documents online. You will also receive an email confirming that recommenders have been notified. We notify you via email as each person successfully submits a document. We advise applicants to contact their recommenders well in advance to explain procedures and guidelines (below) so that completed letters can be promptly uploaded when requested by the Institute. Letters of Recommendation need to be submitted by September 8.

- **Letter of Recommendation from Ministry Colleague** — The recommender will be instructed: *After reviewing the applicant's plans, craft your letter (on letterhead, if applicable) as a colleague in ministry. Provide your candid assessment of the applicant's reliability and capacity and to carry out the proposed project. Describe how the applicant's previous work demonstrates skills needed to conduct this study. In what ways might this project strengthen the church in North America?*
- **Letter Assessing Project Feasibility** — The recommender will be instructed: *After reviewing the applicant's plans, craft a letter (on letterhead, if applicable) providing your 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. Tell us how the applicant is well-suited to undertake this study and why the proposed project has relevance for the church in North America.*
- **Institutional Support Declaration** — Via email, a link to this online form should be completed by the appropriate representative of your church or organization verifying that you will be given time off to utilize a grant if awarded. If you are not currently employed, the support declaration should be signed by the regional denominational official to whom you are vocationally responsible. The representative will be instructed: *We ask you, as the designated official in the applicant's ministry context, to review the applicant's plans and to verify support of the applicant's supervisory committee (pastoral relations, pastor/parish, personnel, judicatory, etc.) for this PSP application.*

***Completed proposals must be submitted online by September 1.***



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## **A Note About Travel**

Travel can be a valuable part of a Pastoral Study Project. Travel can also detract from a successful project. The time, wear and tear, and expense of extensive travel are frequently underestimated. Applicants who include a significant travel component in their research plan, particularly foreign travel, must clearly relate their travel plans to the focus of their project, and must integrate travel plans into the overall plan in a compelling fashion.

## **Conferences and Continuing Education**

While attending conferences may benefit the projects some applicants are planning, our intent is to help grantees claim their own voices as pastor-scholars. We therefore discourage conference fees as a significant portion of a Pastoral Study Project budget. Likewise, most continuing education offerings do not meet our expectations for pastoral study project work. We seek to foster primary scholarship from our grantees, even as they pay attention to what others have learned.

## **A Word About Degree Programs and Tuition Expenses**

The Pastoral Study Project does not provide scholarship assistance for Doctor of Ministry or other degree programs. A pastor currently enrolled in a degree program may apply for a PSP grant, but the proposed project must be clearly distinct from degree requirements. Pastoral Study Project grants may be awarded for proposals to extend further a study that began as an earlier, completed degree project. Pastors enrolled in Ph.D. or Th.D. programs are ineligible for the PSP grant but may be eligible for a [theological education fellowship](#).

## **PSP Funding Feedback**

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

Before contacting us, please follow these steps:

- Review guidelines to verify your eligibility – if you have questions regarding your status as a pastoral leader contact Keri Liechty (502-992-5431 or [klichty@louisville-institute.org](mailto:klichty@louisville-institute.org))
- In a single paragraph, state your project's core question and explain why it is important to the church in North America
- In 2-3 paragraphs identify how you plan to engage this question as pastoral study
- Share your outline with several trusted colleagues and incorporate their feedback

After completing these steps, you may email this brief project outline (500 words maximum) to Don Richter ([drichter@louisville-institute.org](mailto:drichter@louisville-institute.org)) with the subject heading "PSP feedback." We will respond to all feedback requests submitted prior to August 15.



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### **Review and Selection Process**

Every year the Louisville Institute Board appoints a selection committee to review proposals and award Pastoral Study Project grants. Committee membership and deliberations remain confidential.

Awards will be announced on or before December 1, 2015.

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.

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

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

Grant documents and checks will be issued to either you or your institution.

#### **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. If your project begins prior to March 1, 2016, checks will be issued after January 20, 2016.

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

Change is inevitable...and may sometime be necessary as your project unfolds. If your timeline changes, 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.



## Who We Are

The Louisville Institute seeks to enrich the religious life of North American Christians and to encourage the revitalization of their institutions, by convening those who lead religious institutions with those who study them, so that the work of each might inform and strengthen the other. Based at Louisville Presbyterian Seminary and funded by the Religion Division of Lilly Endowment Inc., the Institute supports church leaders and academics through three separate yet related programs:

- [Grants](#)
- [Fellowships for Theological Educators](#)
- [Collaborative Inquiry](#)

The Institute's [Board of Directors](#) shapes mission and policy, reviews and approves grant proposals, and evaluates initiatives and programs. Aided by two administrative assistants, 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.

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