

GRANTS FOR RESEARCHERS

**FUNDING DISCOVERY,
INQUIRY & RESEARCH**



LI
LOUISVILLE
INSTITUTE

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.



**2020-21 PROJECT
GRANT FOR
RESEARCHERS**

APPLY ONLINE:

WWW.LOUISVILLE-INSTITUTE.ORG

ARE YOU A READY TO SPARK CHANGE
AS A RESEARCHER? THE PGR GRANT
CAN PROVIDE THE RESOURCES TO
FUND YOUR WORK IMPACTING
NORTH AMERICAN CHRISTIANITY.

APPLICATION DEADLINE: OCTOBER 1
GRANT AMOUNT: UP TO \$30,000

TIMEFRAME:
JANUARY 1, 2020-DECEMBER 31, 2021



WHAT IS THE PROJECT GRANT FOR RESEARCHERS?



Louisville Institute's Project Grant for Researchers program (PGR) supports research, reflection, and writing concerning Christian faith and life, the practice of ministry, and/or adaptive challenges confronting religious institutions in North America. Grants of up to \$30,000 support a diverse range of projects that may involve independent study, consultations, or collaborative projects involving pastors and academics.

Successful proposals show how all aspects of the project are shaped in clear reference to a core, guiding question, and how the overall research design is well-suited to the time frame in view. Preference will be given to projects that show potential for empirical inquiry and discovery, for generating and systematically analyzing reliable new data rather than repackaging conventional knowledge. The proposed research should be framed with reference to relevant scholarship in the field of study.

In contrast to the [Sabbatical Grant for Researchers](#) – which typically buys release time from academic duties – PGR funds are often used to support specified project activities and resources: e.g., 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 empirical data.

The Project Grant for Researchers 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 (including specific details about research protocols and procedures for data gathering and analysis); and how you, your colleagues/field, and/or the wider church will benefit from the proposed 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 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.

Blessings in your research,

Don C. Richter
Associate Director
(502) 894-2297
drichter@louisville-institute.org



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WWW.LOUISVILLE-INSTITUTE.ORG
APPLICATION DEADLINE: OCTOBER 1
AWARDS ANNOUNCED: JANUARY 1**

WHAT IS THE PROJECT GRANT FOR RESEARCHERS?



Recent PGR grantees who exemplify a range of research methods that may be employed in this grant program:



Tia Noelle Pratt (St. Joseph's University) examines the impact of systemic racism on the lived experience of African-American Catholics as a minority both in society and in their religious tradition. ”



Erin Raffety (Princeton Seminary) employs ethnographic methods to portray pastoral care with persons with disabilities and their families.

Tony Tian-Ren Lin (University of Virginia) investigates if and how multiethnic Christian communities might challenge or reproduce racial inequality in cities in the United States that have recently experienced high racial tensions.



Brad Christerson and colleagues (Biola University) conduct in-depth case studies of four sanctuary coalitions in Southern California to analyze the effectiveness of their strategies to protect vulnerable immigrants in the age of mass deportation.



Melissa Wilde and Michele Margolis (University Pennsylvania) explore how different ways of identifying “evangelicals” in surveys (such as the General Social Survey) changes our understanding about evangelicals’ beliefs, attitudes, outlooks, and behaviors.



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AM I ELIGIBLE TO APPLY?



Eligibility

The Project Grant for Researchers program is open to both academic and pastoral leaders based in the United States or Canada. While pastoral leaders are eligible to apply to the PGR program, their proposals will likely be more competitive in the Pastoral Study Project program.

Applicants must have earned the terminal degree in their chosen vocation. For pastors, this is typically the Master of Divinity degree; for academics it is usually the Ph.D. or Th.D. Note that grant funding does not support tuition or degree program expenses. All applicants must demonstrate a capacity to complete the proposed project in a timely fashion. Current doctoral students may be eligible for a [Theological Education Fellowship](#).

Proposed projects may employ a variety of methodological perspectives, including, but not limited to, historical, systematic and practical theology, the social sciences, history, ethics, or biblical studies. They may also be interdisciplinary in nature. All applicants should make clear how their project will contribute to the vitality of Christianity in North America.

Previous LI grantees are eligible and encouraged to apply; however, all program and financial reports for any previous grants must be submitted prior to August 1. Applicants may only apply to 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 [Jessica Bowman](#).

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IS MY PROJECT FUNDABLE?



PGR Feasibility Feedback

Louisville Institute staff can provide brief initial feedback to help you determine if your project plans fit PGR funding criteria. Because of the large number of PGR 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:

- **Describe** your professional/institutional context [2-3 sentences] and provide a website link [if applicable]
- **State** your project's core question -- framed as a question -- and say why it is important to the church 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 "PGR feedback." We will respond to all feedback requests submitted prior to September 1.

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APPLICATION DEADLINE: OCTOBER 1

WHAT ELSE DO I NEED TO KNOW?



What This Program Fund?

Does fund:

- Salary replacement for you to work on
- Stipend for a research assistant to help
- Expenses for project-related consultation
- A recording device, software program, or transcription services specifically for your study project

Doesn't fund:

- Your regular salary to do what you are
- Stipend to hire a new employee for your
- Expenses in pursuit of a degree
- A new office chair, desktop computer, or cell phone

Timeframe Options

Research periods supported by this grant may vary, though are usually within a two-year timeframe. The 2020 PGR grant period may begin anytime after January 1, 2020.

Winter Seminar

An added benefit of being awarded a Project Grant for Researchers is that all grantees will be invited and encouraged -- though not required -- to attend the Institute's annual Winter Seminar. This three-day consultation, typically held during January [2021 dates TBD] on the campus of Louisville Presbyterian Seminary, convenes grant recipients from four different Institute programs to share their project plans and receive constructive feedback.

APPLY ONLINE:

WWW.LOUISVILLE-INSTITUTE.ORG

APPLICATION DEADLINE: OCTOBER 1

WHAT ARE THE PROPOSAL REQUIREMENTS?



How to apply

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 11:59pm October 1, 2019. Letters of Recommendations must be submitted by the recommender by October 8, 2019. If you encounter problems, contact [Jessica Bowman](#).

Are you applying with a colleague to the PGR Grant?

If yes, the Project Director will identify additional team members during the online application process, while uploading all required application documents (listed below). Each additional team member will then receive an email invitation to create a user account and join the specific PGR project proposal. Additional team members must upload résumés and recommender contact information by October 1, 2019.

A complete proposal includes:

- Applicant Information
- Project Quotation
- Core Question
- Project Summary
- Proposal Narrative
- Bibliography
- Budget
- Résumé (If more than one team member, every person)
- Letters of Recommendation: Colleague (If more than one team member, every person)
- Letters of Recommendation: Assessing Project Feasibility

A word to the wise:

We suggest completing the Applicant Information, Project Quotation, Core Question and Project Summary AFTER refining your Proposal Narrative and Budget. You will be much better equipped to summarize your proposal once the major components are complete.

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APPLICATION DEADLINE: OCTOBER 1

WHAT ARE THE PROPOSAL REQUIREMENTS?



Applicant Information: Contact information, project time frame, and budget amount. *Make sure this information corresponds to information you provide elsewhere in your application.*

Project Quotation: If you had only one sentence to say something about your project, what would you say? Provide an intriguing, “quotable caption” to accompany your Project Summary.

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 five pages to seven (12-point and double-spaced) describe your proposal in detail, using the following outline:

1. **Core Question** – What is the primary question being addressed?
2. **Rationale** – Why is the proposed topic important to you and to the Christian church? What are the consequences if this issue is not investigated and responded to? The proposed research should be framed with reference to relevant scholarship and its significance.
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, including the gathering and analyzing of empirical data: field work if appropriate, travel, and other resources and activities necessary to complete the project. Provide specific details about research protocol and procedures. Indicate how you intend to secure IRB approval if needed for your 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, other possible publication venues)?
5. **Impact** – What personal, intellectual, 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?
6. **Timeframe** – What is the schedule and Timeframe for the project?

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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APPLICATION DEADLINE: OCTOBER 1

WHAT ARE THE PROPOSAL REQUIREMENTS?



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. The total amount requested may not exceed \$30,000. Normally, the Louisville Institute will pay the grant directly to the institutions of those selected. The Louisville Institute allows up to 10% indirect costs based on the total direct costs of the project [\$2,727 maximum for PGR]. For detailed instructions in preparing your PGR budget see pages 6-10.

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. Note: If more than one team member, each person must include CV or résumé.

Letters of Recommendations: 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. Applicants should contact their recommenders in advance to explain procedures and guidelines. Letters of Recommendation must to be submitted by October 8.

- **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 Project Grant for Researchers, indicating ways this project might strengthen the church in North America. Note: If more than one team member, each person must have a Letter of Recommendation from a Colleague.
- **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 be asked to 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.

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APPLICATION DEADLINE: OCTOBER 1

HOW DO I PREPARE A BUDGET?



PGR Budget Preparation Guide

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

Because individual recipients of 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 grantees to consult their own tax advisers to determine the tax consequences of receiving grant funds.

Louisville Institute grantees may not simultaneously hold two grants from Lilly Endowment-funded organizations that total more than \$45,000. Note that these organizations may have additional conditions for their particular grant programs.

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APPLICATION DEADLINE: OCTOBER 1**

HOW DO I PREPARE A BUDGET?



Budget

Your budget should include two parts: *a line item budget* and *a budget narrative* that supports your request.

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. When appropriate, work with those responsible for accounting in your organization to develop the budget based on your organizational chart of accounts; this will enable both Institute staff and your organization's staff to monitor the budget more easily.

If requesting funds for more than one year, arrange the budget in a calendar-year format, even though your own 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.

The Institute receives two types of requests for funding: one seeking entire support for a project and another seeking support for a portion of a project.

- If requesting Institute support to fund 100% of your project costs, your budget should reflect all anticipated expenditures.
- If seeking Institute support to fund a portion of a project, your budget should include anticipated sources of income as well as expenditures for these other funding sources (e.g., your organization's in-kind support, other grant support, income from registration fees, etc.).

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APPLICATION DEADLINE: OCTOBER 1

HOW DO I PREPARE A BUDGET?



Example of a Proposed Budget

	2020	2021	Total
1. Personnel			
Research Assistant (18 months @ \$500/mo.)	4500	5000	9500
Transcription Assistant (140 hrs @\$10/hr)	1400		1400
Summer stipend for Project Director (2 mos.)		4000	4000
2. Equipment			
Sony Digital Flash Voice Recorder	47		47
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.	250	320	570
5. Participant Compensation			
22 church leaders for interview @\$50	1100		1100
6. Miscellaneous			
Books and Reference Materials	750		750
		Direct Cost	22,222
		Indirect Cost (10%)	2,222
		Total Requested	24,444

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HOW DO I PREPARE A BUDGET?



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 common line-item categories for the Project Grant for Researchers (not all items will appear in all budgets). PGR funds are often used to support specified project activities and resources: research assistants; personal or group interviews; quantitative surveys; interview transcription and coding; hands-on 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 appropriate, include the salary of adjunct faculty or staff who will fill in for you while you are conducting your 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

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APPLICATION DEADLINE: OCTOBER 1

HOW DO I PREPARE A BUDGET?



Budget Narrative (continued)

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.

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 organization's standard travel policies. The project director must authorize all travel expenses charged to Institute grant funds; the project director's supervisor or board member must approve the project director's travel.

If your organization 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 organization retain ticket stubs and itineraries to document air travel (for the grantee's files, not Institute files). We also require that someone other than the grantee authorize corporate credit card expenses.

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APPLICATION DEADLINE: SEPTEMBER 1

HOW DO I PREPARE A BUDGET?



Budget Narrative (continued)

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

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

If required by an office of grants and contracts, applicants may include a line item for "indirect costs" to cover institutional charges for grant administration. Indirect costs are not supplemental but must be factored into the maximum allowable amount for each specific grant program. PGR applicants may request indirect costs up to 10% [a maximum of \$2,727 for a \$30,000 total grant].

Please contact the Institute's Associate Director Don Richter drichter@louisville-institute.org for additional clarification about indirect costs.

APPLY ONLINE:

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APPLICATION DEADLINE: SEPTEMBER 1

10 COMMANDMENTS FOR LI GRANT APPLICANTS



- 1. Don't pose a loaded research question.**
Ask a question that requires investigation, a question to which you do not already know the answer.
- 2. Don't request funds simply to package and share what you've already learned.**
Preference given to projects that show potential for new empirical inquiry and discovery, for generating and analyzing reliable new data.
- 3. Don't request funds for basic operational costs.**
Grants enable something special, something over-and-above your daily work funded by existing resources.
- 4. Don't request funds for a one-off event (conference, workshop, etc.).**
Budget for project activities that strategically support your research with additional resources of time (a course buyout), tools (interview transcription and coding), and talent (research assistants).
- 5. Don't try to cram all your big-picture research goals into a single grant-funded project.**
Instead, identify a manageable, coherent subset of project activities that will contribute significantly to your larger research plans.
- 6. Don't describe research methods in single sentence: "I plan to conduct ethnographic research using mixed methods."**
Include specific details about research protocols and procedures for data gathering and analysis.
- 7. Don't use excessive jargon.**
Some technical language may be necessary, but craft proposal in clear, accessible prose that can be grasped by academic colleague from another field
- 8. Don't assume institutional support.**
If your project involves academic leave, a course buyout, or IRB approval, talk with your dean or department head straightaway to get the ball rolling.
- 9. Don't ask just anyone to write a letter of recommendation.**
Writing reference letters is an art; recruit colleagues who are especially skilled in crafting letters that make a compelling case for you and your project.
- 10. Don't procrastinate!**
As soon as you have a have a research project in mind, email a brief outline to

drichter@louisville-institute.org to receive feasibility feedback. LI staff can help you discern whether to develop your ideas into a full grant proposal.

**APPLY ONLINE:
WWW.LOUISVILLE-INSTITUTE.ORG
APPLICATION DEADLINE: OCTOBER 1**

WHAT HAPPENS AFTER I APPLY?



How do I know my application is complete?

Following the application deadline, LI staff will process all 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.

What if I need to make changes to my proposal?

Please make sure all your files are correct BEFORE submitting. No changes will be accepted after 11:59pm October 1, 2019.

What is the review and selection process?

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

When will I be notified of my application status?

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.

Can I reapply next year?

You are welcome to reapply. Although we cannot give feedback on an unsuccessful proposal. We are happy to provide feasibility feedback on your next application (See PGR Feasibility Feedback).

APPLY ONLINE:

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APPLICATION DEADLINE: SEPTEMBER 1



WHAT HAPPENS IF I RECEIVE A GRANT?

Who receives the check?

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

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

No, you will not receive a Form 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. 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. [Exception: If your project begins prior to March 1, 2020, checks will be issued around February 1, 2020.]

How do I request changes to my budget/timeframe?

Change is inevitable...and may sometime be necessary as your project unfolds. If your timeframe changes, submit your revised timeframe 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).

What are the Post-Grant Reporting requirements?

Grantees shall submit final program and financial reports to the Louisville Institute approximately sixty days after the conclusion of their grant period. LI will attach reporting instructions to the grant agreement documents. You will receive email instructions at the completion of your grant period for submitting your program and financial reports online. In addition, we ask grantees to send the LI one copy of any published article and/or three copies of any published book produced during or as a result of the grant period.

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TELL ME ABOUT 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](#)
- [Collaborative Inquiry](#)

The Institute's [Board of Directors](#) shapes mission and policy, reviews and approves grant proposals, and evaluates initiatives and programs. Edwin David Aponte (Executive Director), Don C. Richter (Associate Director), Pamala Collins (Executive Assistant), Jessica Bowman (Grants Administrator) and Keri Liechty (Communications Coordinator) guide the Institute work on a daily basis.

[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](#)

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APPLICATION DEADLINE: OCTOBER 1