

**GRANTS FOR PASTORS &  
PASTORAL LEADERS**



**LI**  
LOUISVILLE  
INSTITUTE

# **SPARKING PASTORAL IMAGINATION**

*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.*



## **2022-23 PASTORAL STUDY PROJECT GRANT**

**APPLY ONLINE:  
[WWW.LOUISVILLE-INSTITUTE.ORG](http://WWW.LOUISVILLE-INSTITUTE.ORG)**

ARE YOU READY TO IGNITE  
YOUR PASTORAL IMAGINATION?  
THE PSP GRANT PROVIDES THE GIFT  
OF TIME AND RESOURCES TO BRING  
YOUR PROJECT TO FRUITION.

**APPLICATION DEADLINE: SEPTEMBER 1**

**GRANT AMOUNT: UP TO \$15,000**

**TIMEFRAME:**

**JANUARY 1, 2022-JUNE 30, 2023**

**UP TO 18 MONTHS**



# IS THE PSP GRANT RIGHT FOR ME?



Are you a North American pastoral leader who yearns for a season of self-directed study and contemplation? Do you have a project you feel called to undertake or complete, but ministry responsibilities make it challenging to find the time necessary for the task?

Through its Pastoral Study Project (PSP) grant, Louisville Institute offers pastoral leaders an opportunity to engage in focused inquiry related to the Christian life of faith, North American religious institutions and practices, or challenges confronting contemporary society and the wider world. 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 grant privileges pastoral perspectives and rhythms, honoring grassroots research conducted by skilled, working clergy.

During this grant cycle, Louisville Institute welcomes a variety of projects in religious studies, theological studies, and ministerial studies. In addition, we are interested in proposals that investigate one -- or the combination of -- the following cluster of topics that affect faith communities in North America:

- new efforts in racial justice, equity, and inclusion;
- the multifaceted and intersectional (e.g., social, economic, traumatic, liturgical) impact of Covid-19, including intentional formation initiatives during and after the pandemic.

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,

Aimee Moiso  
Associate Director  
[AssociateDirector@louisville-institute.org](mailto:AssociateDirector@louisville-institute.org)

**APPLY ONLINE:  
WWW.LOUISVILLE-INSTITUTE.ORG  
APPLICATION DEADLINE: SEPTEMBER 1  
AWARDS ANNOUNCED: DECEMBER 1**



# AM I ELIGIBLE TO APPLY?



### About the Grant

The Louisville Institute offers pastoral leaders the gift of time and the resources to investigate issues related to the Christian life of faith, North American religious practices and institutions, and/or major challenges facing contemporary society. The Pastoral Study Project program (PSP) enables pastoral leaders to bracket daily work routines in order to pursue a pressing and significant question for the life of faith.

Grants of up to \$15,000 support independent or collaborative study projects – projects that privilege pastoral perspectives and rhythms and honor grassroots research conducted by skilled clergy. PSP grantees may use a variety of platforms to share what they learn with a wider audience, extending their leadership in ways that can benefit the broader church and society in North America.

### 2022-2023 Projects

During this grant cycle, Louisville Institute welcomes a variety of projects in religious studies, theological studies, and ministerial studies. In addition, we are interested in proposals that investigate one -- or the combination of -- the following cluster of topics that affect faith communities in North America:

- new efforts in racial justice, equity, and inclusion;
- the multifaceted and intersectional [e.g., social, economic, traumatic, liturgical] impact of Covid-19, including intentional formation initiatives during and after the pandemic.

### Eligibility

The Pastoral Study Project program is open to Christian clergy, church staff members, chaplains, denominational staff, nuns/sisters/brothers, members of monastic communities, 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 PSP grant 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 financial reports for any previous grants must be submitted by July 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](#).

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# IS MY PROJECT FUNDABLE?



## PSP Feasibility Feedback

Louisville Institute staff can provide brief initial feedback to help you determine if your project plans fit PSP funding criteria. Because of the large number of PSP 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 ministry context [2-3 sentences].
- **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 the Associate Director ([AssociateDirector@louisville-institute.org](mailto:AssociateDirector@louisville-institute.org)) with the subject "PSP feedback." We will respond to all feedback requests submitted prior to August 1.

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# WHAT ELSE DO I NEED TO KNOW?



## What This Program Fund?

### Does fund:

- Salary replacement for you to work on your project
- Stipend for supply minister while you're on leave conducting your project
- Expenses for project-related consultation or training
- A recording device, software program, or transcription services specifically for your study project

### Doesn't fund:

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

## Travel Considerations

Travel can be a valuable part of a PSP; however it can also detract from a successful project. Time, wear and tear, and expense of extensive travel are frequently underestimated. Applicants who include a significant travel component in their research plan -- particularly travel outside of North America -- must clearly relate their travel plans to the focus of their project, and integrate travel plans into the overall plan in a compelling fashion. Pastors who seek renewal *primarily* through rest and renewal may be more fitting candidates for [Lilly Endowment Clergy Renewal Programs](#).

## Conferences and Continuing Education

While attending conferences may benefit some projects, our intent is to help grantees claim their own scholarly voices as pastors. We therefore discourage conference fees as a *substantial portion* of a Pastoral Study Project budget. Likewise, most continuing education offerings do not meet our expectations for PSP. We seek to foster primary scholarship from our grantees, even as they pay attention to what others have learned.

## 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. PSP grants may be awarded for proposals to extend further a study that began as an earlier, completed degree project.

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Pastors enrolled in Ph.D. or Th.D. programs are ineligible for the PSP grant but may be eligible for a [Theological Education Fellowship](#).

# WHAT ELSE DO I NEED TO KNOW?

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## **Timeframe 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 2022 Pastoral Study Project grant is an 18-month period between January 1, 2022 and June 30, 2023. Applicants who wish to conduct their project after that time period should apply for a 2023 grant.

## **Pastoral Study Project Consultation**

Recipients of a 2022 PSP grant are required to attend a Louisville Institute consultation held January 31-February 2, 2022 *[location TBA]*. 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.

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**APPLICATION DEADLINE: SEPTEMBER 1**

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# **WHAT ARE THE ELEMENTS OF A GREAT PROPOSAL?**

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## **Proposal Elements**

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. A good guiding question, or “little quest,” is often at the heart of a compelling project proposal. Successful proposals show how all aspects of the project are shaped in clear reference to this central question, 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. The 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.

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**APPLICATION DEADLINE: SEPTEMBER 1**

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# WHAT ARE THE ELEMENTS OF A GREAT PROPOSAL?



## Proposal Elements (continued)

During this grant cycle, Louisville Institute welcomes a variety of projects in religious studies, theological studies, and ministerial studies. We are particularly interested in proposals that investigate one -- or the combination of -- the following cluster of topics that affect faith communities in North America:

- new efforts in racial justice, equity, and inclusion;
- the multifaceted and intersectional (e.g., social, economic, traumatic, liturgical) impact of Covid-19, including intentional formation initiatives during and after the pandemic.

Whatever the topic, it should be clearly related to endeavors in which the applicant has been engaged, so it is clear why he or she is well-positioned to address it. The following topics are illustrative, offered as suggestions to stimulate your imagination as you develop your own topic:

**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 contexts, including our current social and political moment?

**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, as well as 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; what does that look like in terms of energy use, carbon footprint, greenhouse gas emissions, etc.?

**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?

A well-designed study project invites pastors into a “balcony space” season for the sake of personal and professional renewal. Pastors who seek renewal through study discover that *disciplined study can be a gateway to prayer*—a habit of paying closer attention to reality, to what God reveals to our hearts and minds as we unlearn some things for the sake of new learning.

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**APPLICATION DEADLINE: SEPTEMBER 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 September 1, 2021. Letters of Recommendations must be submitted by the recommender by September 8, 2021. If you encounter problems, contact [Jessica Bowman](mailto:grants@louisville-institute.org) [[grants@louisville-institute.org](mailto:grants@louisville-institute.org)].

### Are you applying with a colleague to the PSP Grant?

If yes, the Project Director will add additional team members during the online application process. Each additional team member will then receive an email invitation to create a user account and join the specific PSP project proposal. Additional team members must upload their résumé, context of ministry statement, and recommender contact information by September 1, 2021.

### A complete proposal includes:

- Applicant Information
- Project Quotation
- Core Question
- Project Summary
- Proposal Narrative
- Bibliography
- Budget
- Résumé
- Statement of Ministry Context
- Letters of Recommendation: Ministry Colleague
- Letters of Recommendation: Assessing Project Feasibility
- Institutional Support Declaration

### 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.

### APPLY ONLINE:

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**APPLICATION DEADLINE: SEPTEMBER 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 [12-point and double-spaced] describe your proposal in detail, using the following outline:

1. **Core Question** – What is the primary question you will investigate?
2. **Rationale** – Why is the proposed topic important to Christian faith? 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 ways in which you will conduct the inquiry: study methods, field work if appropriate, travel, and other resources necessary to complete project.
4. **Sharing** – Who is your *intended audience* for this research? How do you plan to share your study findings with them? What oral forms of sharing fit the project (e.g., sermons, education venues, speeches, conference papers)? What written or visual forms of sharing fit the project (e.g., essay, article, book, web publication venues)?
5. **Impact** – What *changes* do you hope this project will effect in your place of ministry? What might be its consequences for the larger church?
6. **Timeframe** – What is the schedule and timeframe for this project? The study period may vary according to the needs of each applicant, and may include extended or intermittent blocks of time, or designated days each week or month. If salary replacement is requested, time committed to project must be over and above the grantee’s regular days off, vacation time, and study leave. The project window for recipients of a 2022 Pastoral Study Project grant is an 18-month period between January 1, 2022 and June 30, 2023. Applicants whose projects extend beyond that time period should apply next year for a 2023 grant.

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# WHAT ARE THE PROPOSAL REQUIREMENTS?

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**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.

**Proposal Budget:** Prepare a line-item budget and explanatory budget narrative to show the connections between particular expenses and the project's objectives. Grant funds may be used in various ways: e.g., to purchase books, for research material and equipment, room and board, supply ministry, salary replacement, convening collaborators, or project-related travel. The PSP grant does not fund basic program support for organizations, regular salary support unrelated to project activities, expenses related to pursuit of a degree, or capital expenditures beyond what may be necessary to conduct research. See "How to Prepare a Budget" for more information.

**Résumé:** The résumé [four pages maximum] should include educational experience [with graduation dates], ministry experience [specify dates of service], and other information 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.

**NOTE:** If you apply with an additional colleague, a resume is required for EACH team member.

**Statement of Ministry Context:** Tell us about your congregation or organization and describe your leadership role [two pages, double-spaced].

**NOTE:** If you apply with an additional colleague, statement of ministry context is required for EACH team member.

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**APPLICATION DEADLINE: SEPTEMBER 1**

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# WHAT ARE THE PROPOSAL REQUIREMENTS?



## Letters of Recommendations & Institutional Support:

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 September 8.

- **Letter of Recommendation from Ministry 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 colleague will be asked to describe how your previous work demonstrates the skills needed to conduct this study and coordinate this Pastoral Study Project, indicating ways this project might strengthen the church in North America.

**NOTE:** If you apply with an additional colleague, a letter of recommendation from a ministry colleague is required for EACH team member.

- **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.
- **Institutional Support Declaration** – We ask the appropriate representative from your institution to complete a brief online form verifying institutional support for your PSP. This person will verify that you will be given time off to conduct this project should a grant be awarded.

Note to applicants NOT requiring Institutional Support:

*If you do not require institutional support for time off to pursue your project, please enter your own contact information, complete the form yourself and include a brief explanation with your proposal.*

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# HOW DO I PREPARE A BUDGET?



## **PSP Budget Preparation Guide**

An essential part of applying for a Pastoral Study Project grant is preparing an itemized budget and a budget narrative. The Louisville Institute closely reviews the information you provide and analyzes what you anticipate the proposed activities will cost. Give careful consideration to these costs and - when appropriate - work with those in your organization who are responsible for its accounting procedures.

A PSP grant may be payable to a church/host institution or directly to the individual grantee. Because individual recipients of Institute grants may be liable for income taxes on funds awarded, PSP grantees often find it more convenient to have their 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 advisors to determine the tax consequences of receiving grant funds.

During the proposal review process, the PSP selection committee may question particular budget items and decide to award a grant conditionally, pending budget revision. Once a budget is approved and the grant is awarded, the total amount remains the same throughout the duration of the grant period. As your project unfolds - including after you attend the required PSP Grantee Consultation -- you may request a budget modification to transfer available funds between line items.

*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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# 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

Your line item budget should list all the appropriate accounts where money will be spent (e.g., Personnel, Travel, etc.) and the anticipated costs of project activities in each of these accounts. When appropriate, work with those responsible for accounting in your organization and to develop the budget based on your organization's chart of accounts, which will enable both the Institute staff and your organization's staff to monitor the budget easily.

The line items outlined in the sample budgets [below] do *not* include all of the types of items the Institute will consider funding. These samples simply indicate items *commonly* found in budget requests. If there are items in your project that you want the Institute to consider funding, please include these. On the other hand, do not include line items that are in the sample budget if they do *not* apply to your project.

*If you are requesting funds for more than one year, arrange the budget in a calendar-year format, even though your own fiscal year may be different. Each right-hand column should show the total of each line item for the duration of the project for the calendar year, and the last right-hand column should show the grant total of the budget.*

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 you are requesting support from the Institute to fund 100% of your project's costs, your budget should reflect all anticipated expenditures. If you seek support from the Institute for a *portion* of a project, your budget should include anticipated sources of income as well as anticipated expenditures. These other funding sources may include your own organization's in-kind support, other grant support, income from registration fees, and/or other contributions to the project.

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# HOW DO I PREPARE A BUDGET?

## Sample Line-Item Budgets

We encourage you to use these two sample budgets in preparing your own PSP budget:

### SAMPLE BUDGET #1

**Project Title**  
**Proposed Budget**

	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>
<b>Personnel</b>			
Salary replacement (3 months @ \$2,000 per mo)	\$6,000	\$6,000	\$12,000
<b>Research Costs</b>			
Books & Reference Materials	\$250	\$200	\$450
Telephone, FAX, mailing, copies, supplies	\$300	\$300	\$600
Travel & Lodging	\$725	\$350	\$1,075
<b>TOTAL REQUESTED</b>	<b>\$7,275</b>	<b>\$6,850</b>	<b>\$14,126</b>

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# HOW DO I PREPARE A BUDGET?

## SAMPLE BUDGET #2

**Project Title  
Proposed Budget**

	2022	2023	TOTAL
<b>Release time: hiring of supply minister</b>	\$2,000.00	\$2,000.00	\$4,000.00
<b>Travel</b>			
Denver trip - Fall 2022 & Spring 2023 [2 days each trip]			
Airfare	\$298.00	\$298.00	\$596.00
Ground transportation - car rental	\$50.00	\$50.00	\$100.00
Meals for two days	\$70.00	\$70.00	\$140.00
Hotel accommodations [2 nights]	\$250.00	\$250.00	\$500.00
Washington, DC [2 days]			
Airfare	\$300.00		\$300.00
Hotel	\$250.00		\$250.00
Meals	\$100.00		\$100.00
Ground transportation	\$50.00		\$50.00
Registration fee for conference	\$50.00		\$50.00
<b>Personnel &amp; Supplies</b>			
Summer Salary: calculated by dividing 10 mos. contract by 10 to obtain per month salary, multiplying by 2 mos. which will be spent finishing project	\$7,000.00		\$7,000.00
Fringe Benefits on summer salary	\$1,235.50		\$1,235.50
Transcription assistance [40 hrs @ \$10 an hour]		\$400.00	\$400.00
<b>TOTAL REQUESTED</b>	<b>\$3,418.00</b>	<b>\$11,303.00</b>	<b>\$14,721.50</b>

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# HOW DO I PREPARE A BUDGET?

## Budget Narrative

This section should include a written justification for each line item in your budget. Each narrative statement should briefly describe:

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

Here are sample narrative guidelines for frequently-listed items. Note: not all items will appear in all budgets.

### 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, you may include here the stipend for supply ministers 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. In the budget narrative, state what that person's activities are with regard to the proposed project.

#### B. Fringe Benefits

Indicate 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.

<u>Sample Table:</u>	<u>Salary</u>	<u>Fringe Rate</u>	<u>\$\$</u>
<b>Project Director</b>	\$ 8,000	25%	\$2,000
<b>Secretary</b>	\$ 1,000	20%	\$ 200
			\$2,200

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# HOW DO I PREPARE A BUDGET?

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## **2. Administrative Support**

Include in this category general expenses directly related to performing the proposed grant project. Typical entries include supplies, printing, postage, and telephone. These items need not be separately identified in the proposed budget, but should be explained in the budget narrative.

If your project requires purchasing books for seminar attendees, producing and printing brochures, generating mailings, or performing telephone surveys, list such large expenditures under a separate line item category.

Sometimes organizations will charge percentage allocations for administrative support. If you use percentages, indicate that percentage and how it was calculated.

## **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. 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's supervisor or board member must approve the project director's travel; the project director must authorize all other travel expenses charged to PSP grant funds.

If your organization specifies a per diem amount for travel, indicate this amount and note what the figure includes. [Note: some per diem amounts include hotel expenses while others do not.]

Throughout the term of your grant, the Institute requires you or your organization to retain ticket stubs and itineraries to document air travel. We also require that someone other than the grantee authorize corporate credit card expenses.

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# HOW DO I PREPARE A BUDGET?

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## **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 expenses 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. 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.

## **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. Please explain the types of items/activities you intend the miscellaneous costs to include.

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**APPLICATION DEADLINE: SEPTEMBER 1**

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# 10 COMMANDMENTS FOR PSP APPLICANTS



1. **Don't pose a loaded research question.** Ask a question you feel genuinely called to explore, 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.** The PSP selection committee will give preference to projects that show potential for *new* inquiry and discovery.
3. **Don't request funds for ordinary, recurrent 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 study with additional resources of *time* [away from the office], *tools* [books, laptop], and *talent* [research assistant, consultation with colleagues].
5. **Don't try to cram all your big-picture goals into a single grant-funded project.** Identify a manageable, coherent subset of project activities that can contribute significantly to your larger study plan.
6. **Don't describe research methods in single sentence: "I plan to conduct interviews."** Specify how many people you plan to interview and whether individually or in a focus group; what questions will guide the interview process; and how you plan to analyze the data you collect.
7. **Don't use academic jargon.** Write proposal in clear, accessible prose that conveys your own pastoral voice, perspectives, and passions.
8. **Don't assume institutional support.** From the outset, discuss project plans with your parish personnel committee or administrative council/supervisor.
9. **Don't ask just anyone to write a letter of recommendation.** Writing reference letters is an art; recruit colleagues who have experience crafting letters that make a compelling case for applicants and their projects.
10. **Don't procrastinate!** As soon as you have a have a PSP project in mind, email a brief outline to the Associate Director [[AssociateDirector@louisville-institute.org](mailto:AssociateDirector@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: SEPTEMBER 1**

# **WHAT HAPPENS AFTER I APPLY?**

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## **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 September 1, 2021.

## **What is the 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.

## **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 PSP Feasibility Feedback].

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# WHAT HAPPENS IF I RECEIVE A GRANT?

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## Who receives the check?

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

## 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, 2021, checks will be issued after February 1, 2021.]

## 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 Jessica Bowman 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 [Jessica Bowman](mailto:jessica.bowman@louisville-institute.org) ([grants@louisville-institute.org](mailto:grants@louisville-institute.org)).

## What are the Final Report requirements for this grant?

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

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## 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. Edwin David Aponte [Executive Director], Aimee Moiso [Associate Director], Pamala Collins [Executive Assistant], Jessica Bowman [Assistant Director] 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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