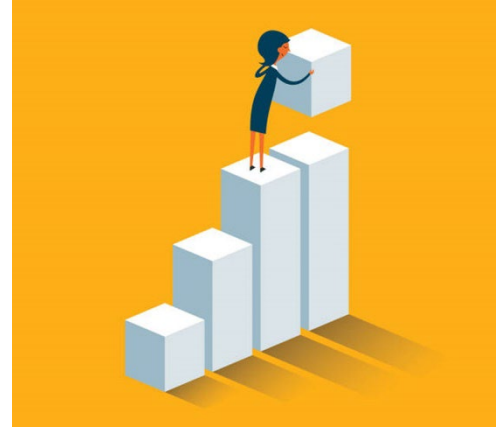




Moving Forward in Mission

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Grant Proposal Instructions



The [grant proposal application](#) should include:

- A **project abstract** (150 words)
- Total **amount being requested** (up to \$25,000)
- **Contact information** for your grant
 - Project director(s): name, title, email, and institution (if other than school)
 - Financial contact: name, title, email
 - Address where check should be mailed
 - Person at your school who can authorize a grant proposal: name, title, email
- A **narrative proposal** that answers:
 - How will your project connect with your school's mission and further your strategic plan? (500 words)
 - What will be the goals of this project, both immediate and long-term? (150 words)
 - What will be the project's activities? (500 words)
 - Who will be involved with the project? Include personnel, collaborators within the institution, external collaborators, and constituencies. (150 words)
 - What will be the purposes of the expenditures within your budget? Please provide a brief budget narrative. (150 words)
 - Does your school have the capacity to pursue this project currently? (150 words)
 - What is the expected impact of this project and how do you hope it will contribute to the sustainability of your school? (250 words)

The proposal should also include the following as PDF attachments:

- A **project budget** (see next page for details and example)
- A copy of your **school's strategic plan**
- A **signed letter authorizing application** for the grant
- **Signed letter(s) of support affirming the connection of this grant to your strategic plan** from your school's chief executive officer and the chair of your board or advisory committee

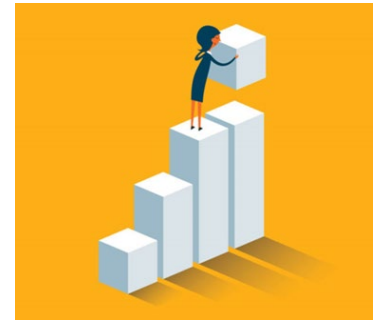
Please note: Applicants can save and return to partially completed forms, but the proposal will not be finalized until all materials are provided and the final submit button on the form is clicked.

[GRANT PROPOSAL APPLICATION FORM](#)



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Project Budget Instructions

Your budget should include amounts for the following, as appropriate, with estimated expenses for items within each category rounded to the nearest \$50.

- Activities
- Materials
- Personnel
- Other Expenses

Example budget:

This example is provided to illustrate general types of expenses and the level of detail expected. Actual proposals will differ substantially from the example and should reflect the goals and activities necessary to complete the project being proposed.

Total budget amount requested: \$25,000

- **Activities - \$13,100**
 - Two-day planning consultation with stakeholders – 10 faculty/staff members, 1 consultant/facilitator, 10 guests
 - Facilities rental = **\$1,000**
 - Rooms, \$150 per night x 1 night x 21 persons = **\$3,150**
 - Meals, \$75 per day x 2 days x 21 persons = **\$3,150**
 - Two consultation days with the Board of Trustees – 12 board members, 10 faculty/staff
 - Rooms, \$150 per night x 1 night x 12 persons x 2 meetings = **\$3,600**
 - Meals, \$50 per day x 22 persons x 2 days = **\$2,200**
- **Materials - \$4,150**
 - Resources for consultations and regular faculty discussions, **\$1,150**
 - Marketing materials for new programming, **\$3,000**
- **Personnel - \$5,250**
 - Consultant for program development:
 - Stipend, \$500 per day x 8 days = **\$4,000**
 - Lodging, \$150 per night x 5 nights = **\$750**
 - Travel, airfare, and other travel expenses = **\$500**
- **Other Expenses - \$2,500**
 - Stipends for student piloting program (including evaluation), \$500 x 5 students = **\$2,500**