

CAPACITY BUILDING FOR BIBLE INSTITUTES¹

GRANT APPLICATION

FUNDED BY THE LILLY ENDOWMENT

At AETH we are pleased that your Bible Institute is committed to theological education and the formation of pastors and leaders that will serve the churches and communities in our country. To build the capacity of the Bible institutes and in collaboration with Garrett-Evangelical Theological Seminary and the financial support of the Lilly Endowment, AETH is offering grants to eligible Bible institutes.

The general purpose of this form is to collect the basic general information about the Bible institute to help AETH determine if your Bible institute is eligible and if it meets or not the minimal requirements for grant award. If additional information is needed for further consideration, we may communicate and ask that you expand on your proposal. This is an opportunity to tell us about your organization, the project that you have in mind and the amount of support you will need to accomplish the project successfully. If you believe that your Bible institute meets the criteria of this grant, we recommend that you continue reading the information included in this application.

We look forward to receiving your institute's application and discovering the ways we will support the life of your institution and the communities served. It is our mission to continue promoting theological education of excellence, facilitating, and improving the health of the institutions that form our pastors and leaders, thus helping them thrive.

In Christ,

AETH-Garrett Grant Processing Unit

¹ We use the term "Bible institute" generically to refer to the variety of programs that have as primary goal the theological formation of congregations' pastors and leaders, and that use academic requisites of admission different to those established by accredited theological institutions to function as seminaries and theological schools.

GRANT GUIDELINES & PROCEDURES

The following guidelines are presented herein to inform about the procedures and items governing our decision-making process.

Purpose of Grant: To build capacity for the Bible institutes and strengthen their unique role within the ecology of theological education, with the purpose of meeting the standards for certification, or for Bible institutes that need to build capacity even if they are not going to be certified.

Reward: A grant of up to \$20,000.00 one time award per Bible institute, will be awarded to a qualifying Bible institute to be used for capacity building for one or more of the following areas: software, library resources, board development, curricular consultants, leadership and management training for director, training for instructors, or the certification verification process.

Qualifications: Interested Bible institutes must meet the following criteria to qualify for this award:

- Active AETH membership;
- The Bible institute must demonstrate to be functional and with historical records of at least 3 consecutive years of work;
- Successfully complete the Church and Bible Institute Leadership course (must present certificate of completion);
- Successfully completed the Maestro a Maestro course.

Approval Process: All the information received will be handled with the utmost confidentiality and will not be shared beyond the AETH Grant Processing Unit (GPU). Once the application is received, the AETH GPU will have up to two months to decide whether the Bible institute is eligible or not. Once a decision is made, a formal letter will be sent to the institute to inform them of the final decision. Please direct all correspondence and inquiries to: administration@aeth.org

Approval timeline:

- October to December - Open season for application and proposal submission
- January to February - Proposal review
- March to April - Leadership course
- April - Award decision

Only those who meet this criteria will be considered a candidate for the subaward:

1. Must be an active AETH member
2. Must have an established and working Board of Directors
3. Minimum of 40 students enrolled at the time of application
4. Must be an organization registered and doing business in the United States or Puerto Rico
5. Must have a historical record of service in theological education of at least three consecutive years

Benefits: The selected Bible institutes will received the following benefits:

- Waived application fee for the AETH Certification program (\$300.00)

- Certificate course in Church and Bible Institute Leadership from an ATS accredited institution for directors of Bible institutes and ministry formation programs
- Grant award for up to \$21,000.00 for a capacity building project in their Bible institute or ministry formation program
- Possibility of having a selected number of instructors participation in the Maestro a Maestro / Teacher to Teacher course for instructors

Limitations: The grant award is for Bible institutes within the United States and its territories. Due to the specific nature of the funds, the award cannot be used for the following:

- The funds cannot be awarded to private individuals in the form of cash grants or loans. The award must be to a non-profit entity.
- Building campaigns, events for arts and culture, neighborhood development, and health care.
- Media projects beyond the scope of the purpose of the grant. Each project will be evaluated in a case-by-case manner.
- In collaborating with Garrett and AETH's missions, the funder, Lilly Endowment, Inc., has made available these funds with the purpose to strengthen and support the thriving of Latiné communities by dedicating resources to build organizational and leadership capacity within the Latiné churches, denominations, and associations who provide services through ministry formation programs in their local faith communities, in the United States and Puerto Rico. The grant award is limited to Hispanic Bible institutes.

PROPOSAL SUMMARY AND APPLICATION FORM

Please write the requested information in the spaces provided. Attached additional pages if needed to this application. After completing the form, sign and date it, make a copy for your records, and email the original form to: administration@aeth.org

General information:

1. Information about the Program Director.

Name: _____

Phone #1: _____ Phone #2: _____

Email: _____

Address: _____

Are you an ordained pastor? Yes _____ No _____

What is your theological education preparation? Mark all that apply:

____ Bible institute ____ University ____ Seminary ____ Other: _____

2. Information about the Bible institute.

Name: _____

Phone: _____ Fax: _____

Email: _____

Legal IRS name and Employer ID Number _____

Webpage: _____

Address: _____

Proposed grant period (month, year – month, year): _____

Amount requested: \$ _____

Contact information:

3. Person (s) legally responsible for signing grant contracts.

Contact person: _____

Title: _____

Organization: _____

Address: _____

Phone: _____

Email: _____

4. Address to mail grant payment.

Contact person: _____

Title: _____

Organization: _____

Address: _____

Phone: _____

Email: _____

5. Information on person preparing and submitting Program Report.

Contact person: _____
Title: _____
Organization: _____
Address: _____
Phone: _____
Email: _____

6. Information on person preparing and submitting Financial Report.

Contact person: _____
Title: _____
Organization: _____
Address: _____
Phone: _____
Email: _____

Background and organization information:

7. Is the Bible institute incorporated? _____

How many years in function? _____

Current enrollment? _____

8. Does your Institute have a mission statement? ___ Yes ___ No. If YES, please write it here:

9. Does your institute have an operational plan or manual to describe the functions and responsibilities of the people who work and serve in it? ___ Yes ___ No

If YES, what year was it created?

10. Does your Institute have bylaws under which it operates? ___ Yes ___ No

If YES, how often are they reviewed? _____.

11. Does your institute have a Governing Board? ___ Yes ___ No

If YES, please complete the table below with the information requested. If NO, please explain who is in charge of overseeing the functioning of the institute here:

Governing Board Members:

Name: _____ Title: _____ Telephone: _____ Email: _____
Name: _____ Title: _____ Telephone: _____ Email: _____
Name: _____ Title: _____ Telephone: _____ Email: _____
Name: _____ Title: _____ Telephone: _____ Email: _____
Name: _____ Title: _____ Telephone: _____ Email: _____
Name: _____ Title: _____ Telephone: _____ Email: _____
Name: _____ Title: _____ Telephone: _____ Email: _____

12. How would you characterize the Bible institute?

☐ Denominational ☐ Interdenominational ☐ Independent
☐ Local Church ☐ Affiliated to a university or seminary
☐ Other (explain) _____

13. Program certifications:

14. Program offerings: (certificate, bachelor's degree, associate degree, etc.)

Finances

15. Does your Institute have a strategic plan? (A strategic plan is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy.) ☐ Yes ☐ No If YES, what year was it created? _____

16. Does your institute work with an annual budget? ☐ Yes ☐ No. If YES, what was the total annual Budget for this year? _____ For next year? _____

17. Institutes are financially supported in many different ways. Based on your yearly budget, please tell us the percentage of your budget that you receive from each of the following sources each year: (Note: percentages should add up to 100%)

Student tuition: _____ Student fees: _____ Grants: _____
 Financial gifts: _____ Other donations: _____
 Investments _____

How much do you charge?

Per course _____ Student fee _____ Registration fee _____
 Technology fee _____ Other _____

18. Complete a narrative of no more than five pages, discussing the following:

- ☐ Organizations often encounter the reality of engaging in activities for capacity building efforts. These efforts can be in the areas of:

Leadership | *Adaptive* – monitor, assess, and respond to internal and external changes.

Management | *Operational*

What areas of your organization require capacity building?

How will this grant impact your institution's role to provide affordable, accessible, and quality theological education in your community? Follow this outline to write your response.

- ✓ Executive Summary - Begin with a one-paragraph executive summary that describes the applicant, the appropriateness of the proposed program's fit with the applicant's mission and the highlights of the proposed program. (Not included in the page limit.)
- ✓ Current state of your Bible institute – Provide a brief analysis of the current state of your Bible institute. Based on the day-to-day experience of the students/leaders/pastors for whom you are responsible, what common educational challenges emerge when serving your constituency? What have you learned about how to navigate these challenges? What type of activities that support the education of these students need to be expanded? What is missing that needs to be created?
- ✓ Project's purpose and goals – What are the goals of the project? How will the project strengthen the relationships of the student body/faculty and staff? How does this project fit into the Bible institute's mission?
- ✓ Activities – What are the key activities and how will they address the goals stated above? Explain the project's content, format, and structure. What is the timeline?
- ✓ Leadership - Who are the key leaders for the project?
- ✓ Expected Outcomes – What are the expected short-term and long-term outcomes of the project? What are the expected outcomes for the students? What are the expected outcomes for the organization?
- ✓ Evaluation – Explain the evaluation plan that describes how the Bible institute will assess the effectiveness and attainment of the goals. What will be a successful project? What would be considered unsuccessful? What activities will be implemented to evaluate the advancement and progress towards the goals? Who will be the key leader(s) collecting and analyzing the evidence?
- ✓ Sustainability and continuation – Future plan to sustain the project beyond the grant period. What sources of funding will be needed? How will new sources of funding be cultivated to replace grant dollars? How will other institutional and intellectual resources be secured and sustained? Who will oversee the long-term development and fundraising?
- ✓ Budget - Please prepare a budget and budget narrative for the activities described in the proposal narrative. The narrative describes the calculations for each line item in the grant budget. (Budget documents are not included in the 5-page limit for the proposal narrative above.)

Note: The application submission must be accompanied by a completed W9 form and a letter of support from the Bible institute's Board.

Name of the person completing the application: _____

Signature

Date

Proposal Submission Guidelines, Deadline and Checklist

Please email one copy of the full proposal as a PDF in the order listed below to administration@aeth.org.

Proposals must be submitted no later than **XXXX XX, 20XX**.

A complete proposal should include the following items in this order:

- ☐ Application
- ☐ Official Request Letter
- ☐ Proposal Summary Application Form
- ☐ Proposal Narrative (up to 10 pages single-spaced, Times New Roman, 12 pt.)
- ☐ Budget (detailed line-item) and Budget Narrative
 - ☐ Budget Summary (if detailed line-item budget is longer than one page)
- ☐ Accompanying Materials
 - ☐ Exempt Status Form (if available)
 - ☐ Internal Revenue Service exempt status determination letter (if available)
 - ☐ Current year operating budget
 - ☐ Letter of Support

Grant Proposals and Inquiries Should Be Directed To:

Marta N. Luna, EDD, MDiv
Community Engagement Manager
Asociación para la Educación Teológica Hispana
Justo & Catherine Gomzález Resource Center
P.O Box 677848, Orlando, Florida 32867
(407) 205-7981 | administration@aeth.org