

# Capacity Building for Bible Institutes

## Subgrant Application Instructional Manual

At the core, these subgrants serve the purpose to fund worthy projects for the capacity building of Bible institutes and ministry formation programs. Our funding decisions will be guided by the following principles:

- **Fairness -**
  - We have developed tools to maintain a review process without bias and help advisors score all applications in all fairness and only according to the merit it carries and the suitability for the Capacity Building program.
- **Efficiency -**
  - Our tools allow for a swift evaluation, allowing advisors to focus the effort on the areas that really matter.
- **Transparency -**
  - Our process is guided by a set of guidelines and procedures, available to advisors and participants.
- **Confidentiality -**
  - We are concerned about the privacy of the information our institutes provide. We have labored to establish safety protocols when handling confidential information, keepsaking the integrity of the review processes.

## Grant Application

Access to the application

1. Open your web browser and navigate to <https://aethweb.com/application>.

**AETH** **Garrett**

**CAPACITY BUILDING FOR BIBLE INSTITUTES  
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 / ministry formation programs.

The general purpose of this form is to collect the basic general information about the Bible institute / ministry formation program to help AETH determine if your Bible institute / ministry formation program 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 / ministry formation program meets the criteria of this grant, we recommend that you continue reading the information included in this application.

We look forward to receiving your program'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 Advisory Council (GAC)

*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.*

**Learn More**  
The purpose of the Capacity Building Project is to build the administrative and management capacity of Bible institutes to help them meet certification standards or improve their internal capacity. This includes developing strategic plans, financial policies, revising curricular offerings,

**Descubre más**  
El propósito del proyecto es construir la capacidad administrativa y de gestión de los institutos bíblicos para ayudarlos a cumplir con los estándares de certificación o mejorar su capacidad interna. Esto incluye desarrollar planes estratégicos, políticas financieras, revisar las certificaciones,

2. Read the information provided about the Capacity Building program and the requirements for eligibility. We encourage all applicants to fully read the Brief Information on Subgrant Guidelines & Procedures and download the files and read thoroughly before you continue the process.

**Are you eligible?**  
Yes   
No

- Capacity Building for Bible Institutes  
To gain a thorough understanding of the specific details we encourage you to access the provided files for complete information. [Download here](#)
- Timeline For Participants  
Click here to download the 2025 Capacity Building Timeline Project and access the full project plan. [Download here](#)
- Grant Evaluation Rubric  
Click here to download the Grant Evaluation Rubric Information document and review the detailed evaluation criteria. [Download here](#)

**AETH** **Garrett**

**BRIEF INFORMATION ON SUBGRANT GUIDELINES & PROCEDURES**

The following summarized guidelines are presented herein to inform about the procedures and items governing our decision-making process. Read the complete document of Subawarding Guidelines for Capacity Building Awards before completing and submitting your application and proposal. Only the first 50 successfully completed applications will be considered.

**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 \$21,000.00 one-time award per Bible institute, will be awarded to a qualifying Bible institute to be used for capacity building in one or more of the following areas: software, library resources, board development, curricular consultants, leadership and management training for directors, 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
- Must have an established and working Board of Directors
- Minimum of 40 students enrolled at the time of application
- The Bible institute must demonstrate functionality and have at least 2 consecutive years of work
- Must be an organization registered and doing business in the United States or Puerto Rico

**Approval Process:** All the information received will be handled with the utmost confidentiality and will not be shared beyond the AETH-Garrett Grant Advisory Council (GAC).

1. Once the application is received, the AETH GPU will have up to two months to decide whether the Bible institute is eligible. Once a decision is made, a formal letter will be sent to the institute. Please direct correspondence to: [administration@aeth.org](mailto:administration@aeth.org)

**Approval Timeline:**

- March 3, 2025 - Program launch
- March 3 to March 31 - Open Season: Proposal submission
- March 15 to April 30 - Proposal reviews
- May 5 to 16 - Decisions sent out

**Attendance Policy:**

3. Make sure to explore the Frequently Asked Questions to gain additional insight on the grant proposal submission and entire process. You can write to us or visit the AETH webpage. At the bottom of the page, you will see a **blue bar** indicating the place to start your application. Click on the **blue bar** and begin the application process.

Can't find what you are looking for?  
Reach us in or Application Center Desk

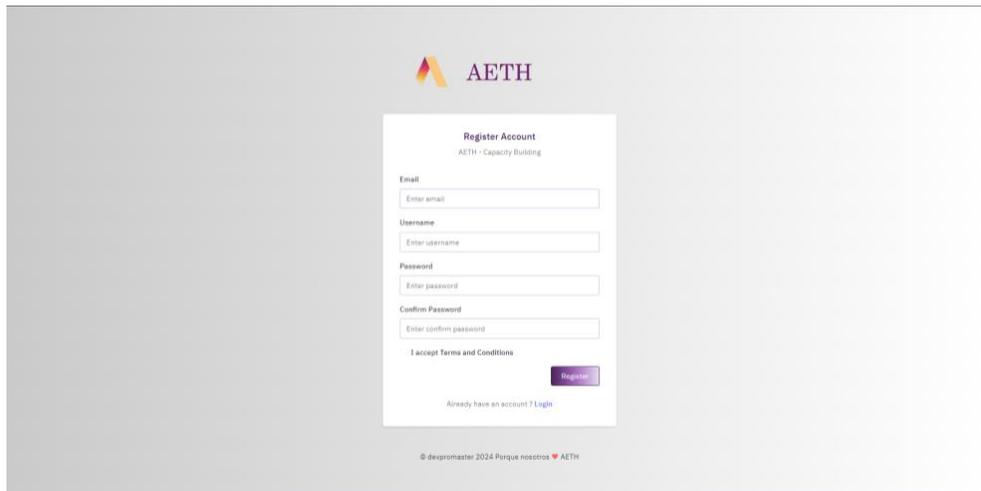
[Email us](#) [AETH website](#)

FAQ ( Frequently Asked Questions )

**General Questions**  
General Questions

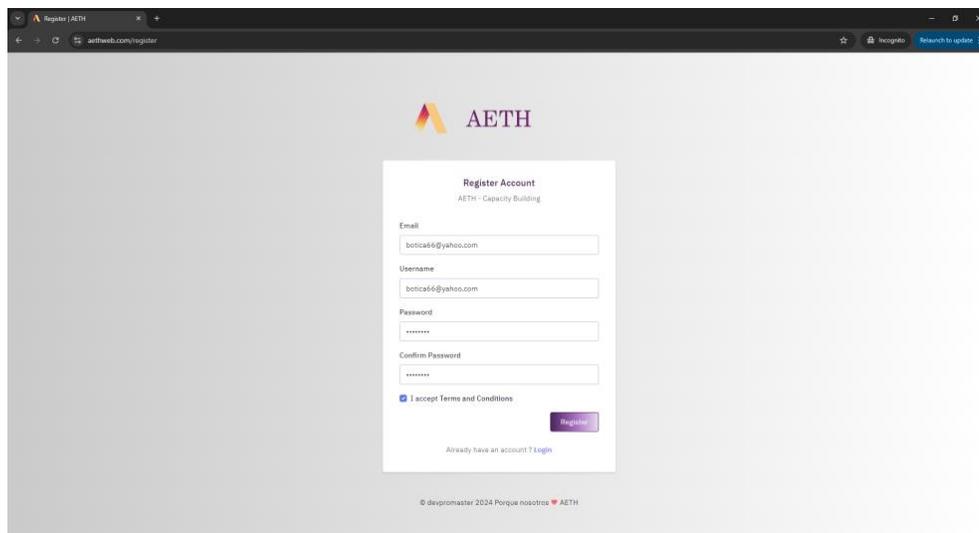
Click here to start your application! | Haz clic aquí para iniciar tu solicitud!

4. Register yourself. Enter your email and password in the login fields to create an account.



The screenshot shows the AETH registration page. At the top center is the AETH logo, which consists of a stylized flame icon followed by the text 'AETH'. Below the logo is the title 'Register Account' and the subtitle 'AETH - Capacity Building'. The form contains several input fields: 'Email' (with placeholder 'Enter email'), 'Username' (with placeholder 'Enter username'), 'Password' (with placeholder 'Enter password'), and 'Confirm Password' (with placeholder 'Enter confirm password'). Below these fields is a checkbox labeled 'I accept Terms and Conditions' and a purple 'Register' button. At the bottom of the form, there is a link that says 'Already have an account? Login'. The footer of the page reads '© devpromaster 2024 Porque nosotros ♥ AETH'.

5. Once you enter the information and all the fields are completed, click to accept **Terms and Conditions**, then click on the **REGISTER** button to complete this step.



This screenshot shows the same registration form as the previous one, but with data entered into the fields. The 'Email' field contains 'botica66@yahoo.com', the 'Username' field also contains 'botica66@yahoo.com', and both the 'Password' and 'Confirm Password' fields contain '\*\*\*\*\*'. The 'I accept Terms and Conditions' checkbox is now checked. The purple 'Register' button is still visible. The rest of the page, including the logo and footer, remains the same.

6. Begin the application process. There is a menu on the left side showing all the steps and forms that must be submitted. Notice that you are in the Enrollment section. As you complete each section, the menu on the left will indicate the change accordingly. Proceed to complete the fields and click on the yellow action button labeled **SAVE and NEXT** to ensure all your information is saved. Do this in every section of the application. You can also move between pages of the application by using the **PREVIOUS** and **NEXT** buttons.

**Application**

AETH - Capacity Building Application

1. Institute 2. Board 3. Contacts 4. Background

\* Information about the Bible Institute / Formation Program

Institute Name  Phone

Institute Email  Denomination

Non-Profit Organization?  Legal IRS Name

Yes

Employer ID Number  Institute Webpage

Institute Address

[Save and Next ...](#) [Previous](#) [Next](#)

Pay attention to the examples in these instructions to help you better understand the questions and the responses needed. Remember to click **SAVE and NEXT** before you move away from every page.

7. There are four steps to the first section:
- information about the institute,
  - Information about the board of directors,
  - contacts, and
  - background of the institute.

**Application**

AETH - Capacity Building Application

1. Institute 2. Board 3. Contacts 4. Background

✔ Governing Board updated successfully.

AETH - Capacity Building Application

How would you characterize the Bible institute / Formation Program?

Name

In case of other option selected explain the reason

[Save and Finish Step 1](#) [Previous](#)

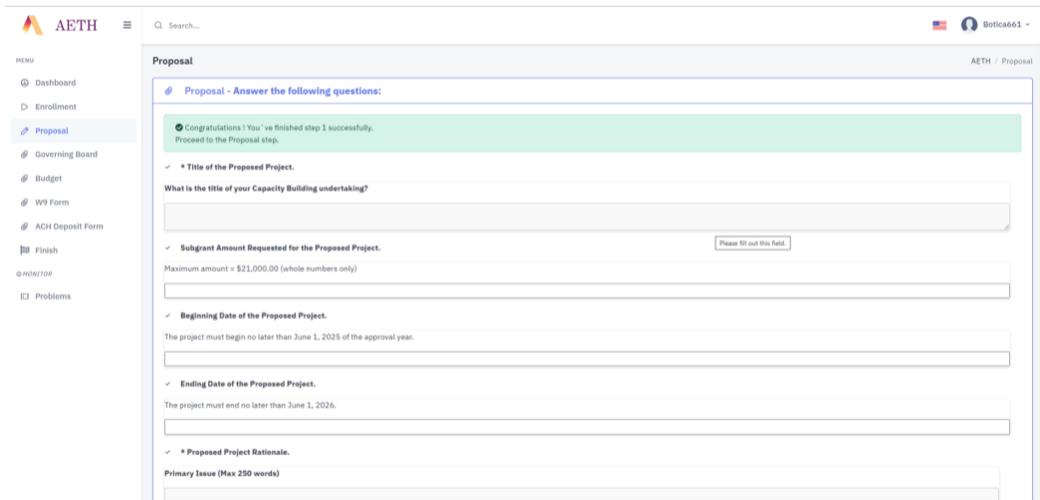
2025 © devpromaster.com #somasAETH

Remember to click **SAVE and NEXT** before you move away from this page.

Congratulations!  
You finished Step 1 successfully.

Section 2 is the Proposal.

8. Proceed to complete the Proposal section by answering the question that will guide you to submit the proposed project. Read every question carefully, describe your project succinctly and provide an itemized budget. Some questions have a limited amount of words.



The screenshot shows the AETH web application interface for the Proposal section. The top navigation bar includes the AETH logo, a search bar, and a user profile for 'Botica661'. A left-hand menu lists various sections: Dashboard, Enrollment, Proposal (highlighted), Governing Board, Budget, W9 Form, ACH Deposit Form, Finish, Monitor, and Problems. The main content area is titled 'Proposal' and contains a congratulatory message: 'Congratulations! You've finished step 1 successfully. Proceed to the Proposal step.' Below this, there are several form fields with labels and instructions:

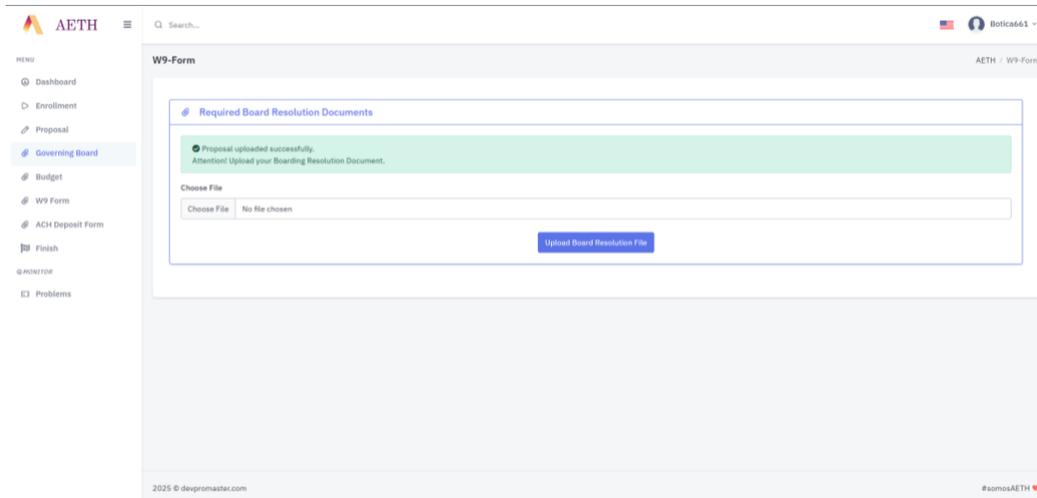
- Title of the Proposed Project:** 'What is the title of your Capacity Building undertaking?' with a text input field.
- Subgrant Amount Requested for the Proposed Project:** 'Maximum amount = \$21,000.00 (whole numbers only)' with a text input field and a 'Please fill out this field.' button.
- Beginning Date of the Proposed Project:** 'The project must begin no later than June 1, 2025 of the approval year.' with a date input field.
- Ending Date of the Proposed Project:** 'The project must end no later than June 1, 2026.' with a date input field.
- Proposed Project Rationale:** 'Primary Issue (Max 250 words)' with a text area.

Remember to click **SAVE and NEXT** before you move away from this page.  
Your Proposal was submitted successfully.

Section 3 is the submission of the documents.

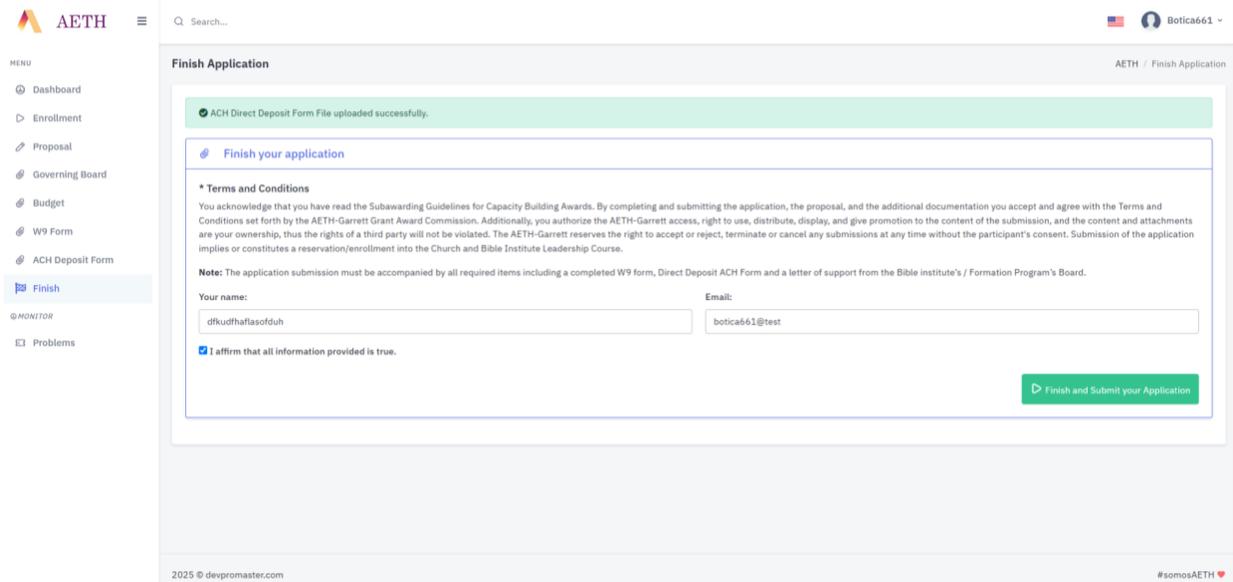
9. Now upload the Board Resolution File with a letter of support from the Board, Budget, W9, and ACH Direct Deposit Form. You will find the downloadable file in the instructions. Complete it and submit it by clicking on **Blue action button** in this section. Proceed to download the W9 and the ACH Direct Deposit Form using the file included in the instructions. Complete it and submit it by clicking on **Blue action button** in this section.

Your documents were uploaded successfully.



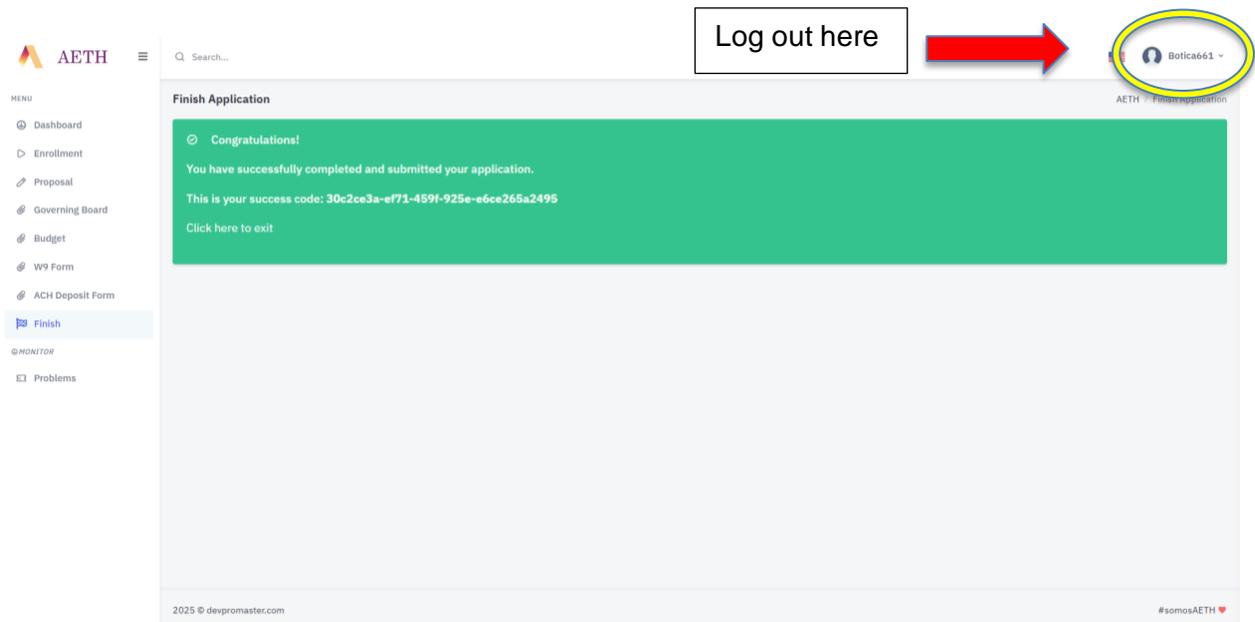
The Board documents were uploaded successfully.

10. To finalize the application process, you must complete this section.
- All fields must be filled.
  - You must agree to the terms and conditions contained in the Subawarding Guidelines for Capacity Building Awards.
  - Do not forget to click on the affirmation box.
  - When you are done, click on the **Finish and Submit your Application** button.

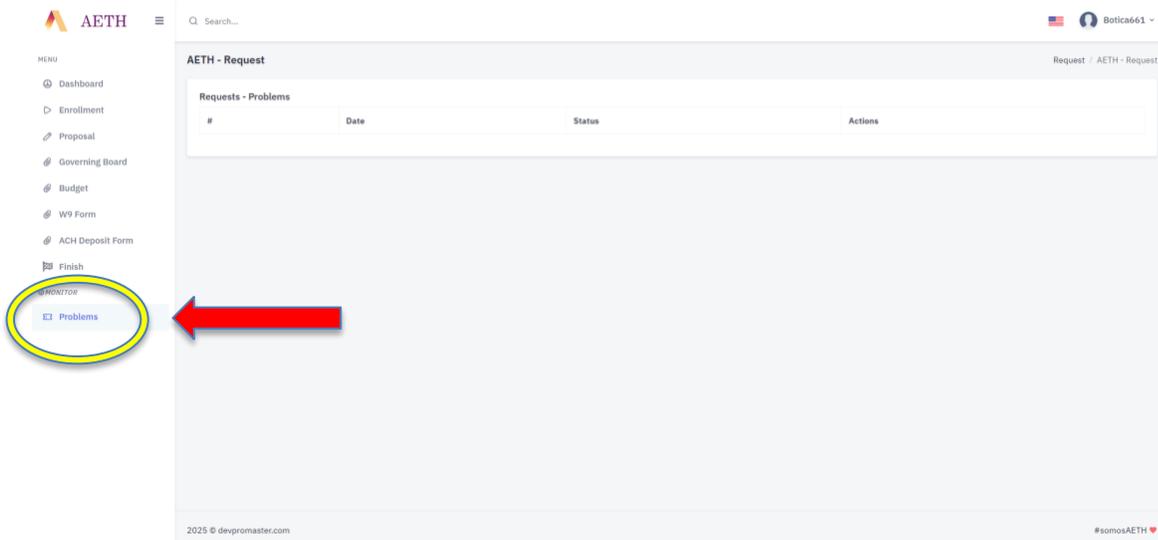


Congratulations! You have successfully completed and submitted your application.

You will receive a code number, which is your proposal's identification number. All communications will be referring to this number. Make a note of it for future reference. Once you are done, simply log out.



Note: During the review of the application and proposal, the Advisory Council or the Project Manager may send a message to you through the menu located on the left side of the window. To view the message, select the last option labeled PROBLEMS. In this way, you will be informed that there is something that requires your attention.



Next steps: the Project Manager will provide instructions to register the Director for the Leadership Course.