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 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;
▪ Must have an established and working Board of Directors;
▪ Minimum of 40 students enrolled at the time of application;
▪ The Bible institute must demonstrate to be functional and with historical records of 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 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:
● March 2, 2026 - Program launch
● March 2 to March 31 - Open Season: Proposal submission
● March 16 to April 22 - Proposal reviews
● April 27 to May 1 - Decisions sent out

Attendance Policy:
1. Orientations - The Grant Advisory Council has prepared a series of orientations to keep the participants informed at every stage of the process. <u>All participants must attend every orientation:</u>
   ● February 11 and February 25, 2026 - Application and Proposal Orientation
   ● October 22, 2026 - Mid-project Report Orientation
   ● February 10, 2027 - Final Report Orientation

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[1] The AETH-Garrett Grant Advisory Council (GAC) is concerned about the privacy of the information our institutes provide. We have labored to establish safety protocols when handling confidential information, keeping the integrity of the review processes.

2. Courses - <u>Participant Bible institutes' representatives must attend ALL synchronous and asynchronous sessions.</u> These courses are a vital component of the subaward to help you launch the project and your institute to a higher level of performance.

Subawards Disbursement Timeline:
- May 4 to 8, 2026 – Participants will receive initial 1/3 of the funds;
- July 6 to 10, 2026 – Participants will receive the next 1/3 of the funds, and in
- December 7 to 11, 2026 – Participants will receive the remainder 1/3 of the funds.

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

- Waived application fee for the AETH Certification program ($300.00)
- Certificate course in Church and Bible Institute Leadership 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
- Opportunity of having an instructor participating in the Maestro a Maestro / Teacher to Teacher course for instructors

Limitations: The grant award is for Bible institutes within the United States and Puerto Rico. 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.
- Awards are not to be used for scholarships.
- Awards cannot be used for payroll.
- 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/x communities by dedicating resources to build organizational and leadership capacity within the Latiné/x 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 Submission Guidelines and Rubric: <u>All applicants must read the Subwarding Guidelines and the Evaluation Rubric.</u> Use the following links for the documents:
- the Subawarding Guidelines for Capacity Building Awards, to read more about Non-compliance, Termination, and Closeout; and,
- [the Grant Evaluation Rubric](#).
- Capacity Building Timeline.

Proposals must be submitted through the AETH webpage. Only the first 50 successfully completed applications will be considered. All applications and proposals must be in English. A complete proposal should include the following items:
- Application
- Proposal Summary Application Form
- 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) & W9
    - Internal Revenue Service exempt status determination letter (if available)
    - Current year operating budget & Direct Deposit ACH Form
    - Letter of Support

For a tutorial on how to complete the online application please use the following link:

- **SUBGRANT APPLICATION INSTRUCTIONS**
- **INSTRUCCIONES PARA COMPLETAR LA SOLICITUD DE SUBVENCIONES**