FOUNDATIONS OF CHRISTIAN LEADERSHIP

## Strengthening Ministry Grant: Application Worksheet

This document includes all questions and prompts that must be completed when submitting a Strengthening Ministry grant proposal. Feel free to save your own copy of this document and use it as you prepare to submit your application materials.

All proposals should be submitted via [THIS LINK](https://airtable.com/shruGYhDMlK0l9SYb) no later than 11:59 p.m. Eastern time on March 1, 2022. The linked form includes all application questions and supplemental materials indicated below.

Please direct any questions to leadership@div.duke.edu.

**Because the applicant will not have the opportunity to save and return to the application once work is begun on it, we recommend reviewing the application questions and compiling your information and responses into a single external document before beginning the application.**

**Definition of Terms**

* Applicant: The individual who is completing this grant request and will be responsible for implementing the projects described. The individual must be an employee (full-time or part-time) or board member of the organization and an alumnus of Foundations of Christian Leadership.
* Organization: A tax-exempt, U.S. faith-based charitable organization that will receive, administer and report on the use of grant funds.
* Christian organization: An organization that has explicit Christian faith commitments or is committed to working alongside Christian congregations in a way that furthers the congregations’ mission.
* Ministry: The specific work the applicant leads as part of the organization. This could be a program, department or other division of the Christian organization.

## Application Form

* Applicant name
* Applicant email
* Has the applicant attended Foundations of Christian Leadership offered by Leadership Education?
	+ If yes, choose the location and date in which the applicant began Foundations of Christian Leadership (Drop-down)
	+ If no, applicant is taken to a submit button and an automated message will be sent to the applicant
* Gender
* Ethnicity/Race
* Is the applicant currently administrating a grant from Leadership Education? (Y/N)
	+ If yes:
		- What institution is responsible for the grant? (Text box)
		- What is the focus of the grant? (Text box)
		- When is the final report for that grant due? (Text box)
			* (This group of questions will include a “submit” button. Leadership Education will review the information submitted and respond. )
	+ If no, the applicant continues with the form.
* Do the activities proposed in this grant request pay for tuition or other expense related to the applicant earning a degree? (Y/N)
	+ If yes: The applicant is taken to a “submit” screen. Leadership Education will review the information submitted and respond.
	+ If no, the applicant continues with the form.
* Organization that is applying for this grant
	+ Name
	+ Mission of the organization (Text box)
	+ Please describe the nature of relationships this organization has with Christian congregations. (Text box)
	+ How does this organization describe itself in terms of connection to Christian faith? (Text box)
	+ Type of organization (Drop-down)
		- Advocacy organization
		- Congregation
		- Denomination
		- Higher Education (college/university/seminary)
		- Bible Institute
		- Community College
		- College/University
		- Theological School
		- Human services provider
		- Social enterprise
		- Other
			* Please describe (Text box)
	+ In what ethnic and racial communities does this organization serve? (Drop-down—check as many as apply)
		- African American
		- Asian American
		- Hispanic/Latinx
		- Indigenous
		- White
		- Other
			* Please describe (Text box)
	+ Historically and culturally, in what ethnic/racial community was the organization established? (Drop-down—check as many as apply)
		- African American
		- Asian American
		- Hispanic/Latinx
		- Indigenous
		- White
		- Other
			* Please describe (Text box)
	+ Applicant’s role with organization (Drop-down)
		- Full-time Employee
		- Part-time Employee
		- Board member
		- Other
			* Please explain (Text box)
	+ Title of the applicant’s role in organization (Text box)
	+ Describe the applicant’s work and how it relates to the mission of the organization. (Text box)
	+ The name, email and mailing address for the organization’s senior officer providing the letter of organizational support (should be an officer of the organization who is not the applicant)

Many alumni of Foundations of Christian Leadership are affiliated with multiple organizations for the purpose of accomplishing the applicant’s ministry. Please tell us about other organizations with which the applicant works that would help us understand more fully the applicant’s ministry context.

* 2nd organization with which the applicant is currently affiliated.
	+ Name
	+ Mission of the organization (Text box)
	+ Type of organization (Drop-down)
		- Advocacy organization
		- Congregation
		- Denomination
		- Higher Education (college/university/seminary)
		- Bible Institute
		- Community College
		- College/University
		- Theological School
		- Human services provider
		- Social enterprise
		- Other
			* Please describe (Text box)
	+ Applicant’s role with organization
		- Full-time Employee
		- Part-time Employee
		- Board member
		- Other
			* Please describe responsibilities (Text box)
	+ Title of role in organization (Text box)

(If complete for 2nd organization, the applicant can provide information for a 3rd and 4th organization, if needed.)

## Application Questions

As part of the submission process, the applicant will be asked to upload a document that conforms to the following instructions and responds to the questions below.

**Include this header on all pages of the document: Name of the applicant, Name of the organization, page number, date**

### Section 1

Who is the applicant? Please describe and include timeframes for the applicant’s education and work history, including schools attended, ministries or programs led, and jobs held. **This information can be presented in a one-page resume format and should be no more than 300 words.**

The responses to the questions in Sections 2 and 3 are the foundation of the argument about why the applicant would benefit from this grant at this time. These two sections should be focused so that together they should require no more than **2,000 words**.

### Section 2

Describe the applicant’s work and major responsibilities. What is the mission of the organization? How is the applicant’s work related to that mission? Who is served in the applicant’s ministry? What is that ministry’s impact, and how is it measured?

### Section 3

What opportunities or challenges does the applicant propose to address with this grant? How is this opportunity or challenge important for the applicant, the organization and the community? How are these opportunities and challenges related to the multiple pandemics and rise in awareness of racial inequities since 2020?

### Section 4

Grant project activities: What activities is the applicant proposing, and how would these activities address the core opportunity or challenge described in Section 3? **(approximately 600 words)**

## ****Budget Proposal****

Use the attached Excel spreadsheet to create a line item budget to be uploaded. Please use the following categories:

1. Personnel (Employees of the organization receiving this grant. Please list employee name and title and % of salary covered by grant in this box. Total devoted to salaries and benefits should not exceed 50% of total amount requested.)
2. Contractors (Individuals or organizations to be paid for services.)
3. Registration and program fees (Fees paid for programs and services provided to personnel of the organization.)
4. Travel (Travel and meals for personnel of the organization.)
5. Books and other materials (Books, subscriptions or other materials for the primary benefit of personnel of the organization.)
6. Meetings (Costs for hosting a meeting for anyone who is not a part of the organization. This can include travel, meals and materials required.)
7. Equipment (Please list in this section equipment to be purchased. Total devoted to equipment is no more than 10% of the total.)
8. Other (Please specify.)

## Letter of Institutional Support

Please upload a letter of institutional support from the senior officer of the organization requesting the funds on behalf of the applicant. The letter needs to be signed by an officer of the organization who is not the applicant. The letter should acknowledge that the senior leader is aware of the application and supports its intent. The letter must be signed and on the organization’s letterhead.