Campus Ministries Theological Exploration of Vocation 2015 Initiative

Guidelines for Submitting Proposals

Lilly Endowment Inc. is pleased that your organization is interested in participating in the Campus Ministries Theological Exploration of Vocation (CMTEV) 2015 Initiative. The following guidelines are intended to assist your organization in preparing a proposal for this endeavor.

Religious and charitable organizations that support campus ministries that work with students at public universities and colleges may submit proposals of up to $100,000 each that may be used for up to a five-year period to establish and/or strengthen programs that advance two aims: (1) assist undergraduate students to utilize the theological lens of vocation to examine the relationship between their faith and their life and career choices; and (2) encourage undergraduate college students with inclinations for Christian leadership to explore potential calls to full-time Christian ministry.

The Endowment anticipates awarding up to 40 grants on a competitive basis to campus ministry organizations that submit complete proposals that demonstrate that they have the capacity to design and implement high-quality vocational exploration programs. Funding decisions will be based on the following criteria: 1) the quality of design of the proposed program and its potential to advance the initiative’s aims; 2) the readiness of the campus ministry to develop new or enhance current capacities to support these efforts; and 3) a clear commitment to identify and/or develop other funding sources to sustain key program activities beyond the grant period. These are intended to be one-time grant awards. If successful, the campus ministries are expected to carry forward their vocational discernment and leadership development programs from other funding sources.

Each campus ministry is strongly encouraged to request support for activities that are appropriate for its unique setting. While there will be other activities that support the initiative’s aims, campus ministry organizations have sought and received support for the following types of activities in earlier rounds of the CMTEV Initiative:

- increasing the number and improving the quality of student leadership opportunities;
- incorporating vocational discernment practices into programs;
- enhancing campus worship experiences;
- supporting student internships in congregations and faith-based organizations;
- enriching opportunities for study and reflection of biblical and theological traditions;
- establishing mentoring relationships between students and religious leaders and other professionals; and
- encouraging student visits to seminaries and strengthening relationships with faculty and administrators at theological schools.
PROPOSAL PREPARATION GUIDELINES

Completed proposals must include the following material:

1) Official Request Letter (with signatures)
2) Proposal Narrative (up to 10 pages single spaced)
3) Project Budget and Budget Narrative
4) Accompanying Materials
   • Letters of Support (three letters)
   • Proposal Worksheet and Contact Information Form
   • Exempt Status and Foundation Status Form
   • Copy of Internal Revenue Service tax status determination letter
   • Copy of the campus ministry operating budget (current year)

1) **Official Request Letter**

The proposal should include a letter from the organization requesting a grant that is signed by the campus ministry’s chief executive officer and the chair of its governing board. This letter should accompany the full proposal.

2) **Proposal Narrative**

Please prepare a proposal narrative of up to 10 pages (singled spaced) that addresses the questions below.

*Section A: Program Design*

1) **Executive Summary**: Provide a brief (one paragraph) summary of the proposed theological exploration of vocation program, including its central purposes and goals, key activities and expected outcomes. (Consider writing this summary after responding to the questions below.)

2) **Program purpose and goals**: What are your proposed program’s key purposes and goals? How will this effort address the initiative aims to (a) help undergraduate students examine their career and life choices through the theological lens of vocation and in light of their faith commitments and (b) encourage undergraduate students with inclinations for Christian leadership to explore potential full-time calls to Christian ministry? How will it advance your campus ministry’s mission?

3) **Rationale**: What is your campus ministry’s theological understanding of the concept of vocation and how does it draw upon your ministry’s religious tradition? Why is it important to develop more intentional opportunities for students to explore their Christian vocations? Why is it important for your campus ministry to enhance its efforts to cultivate future leaders for Christian communities?
4) **Program design and activities:** What is the overall program design, and what are its specific activities? What current campus ministry activities do you intend to enhance and what new opportunities do you intend to create? How does the program relate to your ministry’s other programs and activities?

5) **Key partners:** Who are your key partners in developing your proposed program? What roles do you anticipate that your partners, including congregations, seminaries, campus ministries and other organizations, will play in implementing the program?

6) **Expected outcomes and evaluation:** What are the expected outcomes for your proposed program? What specific short-term and intermediate results would indicate that the program is making progress toward achieving its goals? How many students do you anticipate will be involved? How will the program influence their decisions about their futures? How will the program impact your organization as well as the wider campus? Who will be responsible for evaluating specific activities and the overall program?

7) **Financial Sustainability:** What other funding sources do you intend to use to support your proposed program during the grant period? What is your plan for garnering the financial resources needed to continue the program beyond the grant period?

**Section B: Campus Ministry Organization**

1) **Campus ministry:** Please provide a brief description of your campus ministry organization, including its mission, organizational structure (including a profile of the board and how board members are recruited), sponsoring ecclesial body, number of students involved annually, annual operating budget and major sources of support.

   In your description, please address the following questions. What is your organization’s relationship to the university? Is your ministry formally recognized by the university (e.g., member of a religious council, recognized student organization)? If so, by whom? What, if any, challenges or obstacles do you anticipate facing as you work toward establishing your proposed program?

2) **Leadership:** Please list the key leaders for the proposed program, provide a brief biographical sketch for them and describe their qualifications.

**Section C: Other Information**

What other information about your campus ministry do you think the Endowment should know in reviewing your proposal? Please feel free to include any brochures, reports or other materials that will provide a fuller portrait of your ministry.
(3) **Proposal Budget**

Please prepare a budget and budget narrative for the activities described in the proposal narrative. (Budget documents are not included in the 10-page limit for the proposal narrative above.) The Endowment encourages ministries to apply for an amount appropriate to its organizational capacity and proposed program need. In other words, a campus ministry may want to consider applying for less than $100,000 if such an amount would better fit the organization’s capacity.

1) **Budget**: A detailed line-item budget should be submitted as a separate document. Please follow the “Guide for Budget Preparation” in preparing the budget. We recommend that you work closely with those responsible for accounting procedures and financial policies in the organization.

   **Budget Summary**: If your budget is more than one page, please prepare a one-page budget summary, condensing the line items into larger categories, according to the guidelines.

Please send an electronic copy (in excel) of your budget or budget summary to campusministry@lei.org.

2) **Budget Narrative**: An accompanying budget narrative provides written explanations (a sentence of two for each line item) of how you calculated each budget line.

(4) **Other Proposal Materials**

In addition to the proposal narrative and budget, a complete proposal should include the following materials.

1) **Letters of Support**: Please provide three letters of support from key partners (such as a local congregation leader, judicatory leader, university or college administrator, or other related organizational leader). Letters should speak to the partnership with your campus ministry and the readiness of your campus ministry to develop new or enhance current capacities to support the aims of this initiative.

2) **Proposal Worksheet and Contact Information Form**: Please fill out the worksheet and send it electronically to campusministry@lei.org. This worksheet provides information about the project and the individuals who are responsible for overseeing a grant award.

3) **Exempt Status and Foundation Status Information Form**: A completed form should be enclosed with your proposal. This form is used to verify your organization’s tax status.
4) **Copy of Internal Revenue Service tax status determination letter:** Please also include a copy of your Internal Revenue Service tax-exempt status determination letter. This letter provides verification of your ministry’s status as a 501(c)(3) organization. Please note: many congregations or judicatory-related organizations may not have asked for or received such a letter from the IRS. If that is the case in your situation, then determine whether your congregation is listed in a group exemption ruling for your denomination. If so, please attach evidence that your congregation is covered by the ruling (for example, by sending copies of the directory cover and the page on which the congregation is listed in the official directory of your denomination). No grants will be awarded until the proper tax status is confirmed.

5) **Copy of campus ministry operating budget:** Include a copy of the campus ministry operating budget for the current year.
PROPOSAL CHECKLIST

A complete proposal should include the following items:

- Official Request Letter
- Proposal Narrative (up to 10 pages single-spaced)
  - Executive Summary (one paragraph)
- Budget (detailed line-item) and Budget Narrative
  - Budget Summary (if detailed line-item proposal budget is longer than one page)
- Accompanying Materials
  - Letters of Reference (three)
  - A completed Proposal Worksheet and Contact Information Form
  - A completed Exempt Status and Foundation Status Form
  - Copy of Internal Revenue Service tax status determination letter
  - Copy of campus ministry operating budget (current year)

In addition, please email a copy of the following items to campusministry@lei.org:

- Executive Summary
- A completed Proposal Worksheet and Contact Information Form
- Budget (or Budget Summary)

The Endowment does not accept proposals sent by fax or e-mail, except for the items indicated immediately above.

When mailing your proposal documents, please do not enclose them in binders, especially those that are difficult to remove or that require making holes in the documents.

Please send six (6) copies of the proposal and accompanying materials to the address below. Proposals must be postmarked by Monday, June 8, 2015. The Endowment anticipates announcing grant awards in October 2015.

Questions
If questions arise as you develop the proposal please email: campusministry@lei.org.

Please send your completed proposal to:
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