

SGPL GRANTS - THE APPLICATION PROCESS

Preparing an SGPL application is relatively quick and easy compared to the work of preparing one's congregation, family, and even oneself for a sabbatical. Still, the process of applying for a grant does take some thought and time, and it involves several steps that require careful navigation. Those who are preparing to apply for a sabbatical grant may find it helpful to have this process outlined in the form of a check-off list. So here it is – an ordered list of the steps involved in applying for an SGPL grant. Please note that all of these items must be postmarked or emailed no later than September 1, 2011.

Before You Begin. First, be sure to read the entire Application Packet, which you can download as a PDF file at: <http://www.louisville-institute.org/PDFs/SGPL%20Application.pdf>.

Step 1. Begin the Application Process by establishing an account through our website:

www.louisville-institute.org. From the home page, click on My Account and then [Create New Account](#). This will provide us with your essential contact information. Once you have established an account, follow the link “Applicant Information and Project Summary Form” at the top of the page <http://www.louisville-institute.org/Grants/programs/sgplform.aspx>. Here, you will submit the basic information and project summary for your application. *Please note: you will not be able to access this once it is submitted.* If you need to make changes, please contact klichty@louisville-institute.org.

Note: If you are unable to establish an account, simply continue on in the application process as follows. This step is important, but will NOT exclude you from consideration if it is not completed.

Step 2. Complete forms included in the [SGPL Application Packet](#).

This PDF allows you to type directly onto the forms. You may submit:

- a) By Mail: Type your application information and print OR print and complete manually. Then submit to: Sabbatical Grant for Pastoral Leaders, Louisville Institute, 1044 Alta Vista Road, Louisville, KY 40205.
- b) By Email: Type your application data. Save the completed PDF to your computer using the following file name format: LASTNAME_SGPL (i.e. Smith_SGPL). Email to klichty@louisville-institute.org with the subject line “SGPL Application.”

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Special Note Concerning Signatures: Some versions of Adobe Reader allow for digital signatures. If your version does, the digital signature is acceptable for the Post-Sabbatical Service form (page 9). If it does not, please send us the signature page with the remainder of the application materials.

Step 3. Prepare a Full Proposal Narrative. The narrative should identify the theme, rationale, plan, benefits, and timeline of your project. See page 4 of the Application Packet for more details. The narrative should be no more than five pages, 12 point font double-spaced, and may be sent by mail or email.

Step 4. Prepare a Resume. The resume should include basic information relevant to your ministerial work – degrees earned, calls served, service to the larger church, significant publications, with general dates of activity.

Step 5. Prepare a Statement of Context of Ministry. In two pages or less, describe your current place of ministry, the nature of your responsibilities there, and the larger context in which your organization works.

Step 6. Prepare and Forward your Request for a Letter of Recommendation. Complete the first two lines of form on page 10 of the Application Packet, and give it to your chosen reference provider, who should mail the letter and form directly to us.

Step 7. Prepare and Forward your Institution Support Form. Complete page 11 of the Application Packet, then give it to the appropriate official for signature, and mail it to us.

EMAIL NOTE: When submitting your application by email, please submit all materials at once (except for Letter of Recommendation, mailed separately). Please include your name in each file name and on all attachments. If you submit via email, it is not necessary to mail an additional copy of your materials. You will receive confirmation of receipt within a few days. Email submissions should be sent to klichty@louisville-institute.org.