

CONANT FUND GRANTS

2018-2019 Guidelines for Application

1. Conant fund grants are for the improvement of seminary based theological education. They support research, writing, and course development undertaken by faculty members at the recognized Episcopal seminaries in the United States. Applicants must be faculty currently employed by the seminary and actively engaged in teaching at the seminary.
2. Preference will be given to applications that address the needs of theological education, or enhance collaboration between faculty and seminaries.
3. Grants will be made for projects undertaken and clearly scheduled to be completed within the grant year, which runs from June 1, 2018—May 31, 2019. Final grant reports from both the recipient and the Seminary Dean are due no later than the end of the grant year.
4. Grants will be awarded to enable faculty members to undertake writing, research, and/or innovative course development and, if necessary, to allow faculty members to visit libraries, research centers, other seminaries, or other places where materials and/or persons needed for the project are located.
5. The Dean's letter of endorsement of applications must indicate that during the period for which grant support is sought, the faculty will be free from teaching and all but routine seminary duties. In order to complete the project, it is assumed a faculty member will do this work during (1) a summer or intercession; (2) a sabbatical leave; (3) an unpaid leave of absence.
6. The amount awarded may not exceed \$15,000. A budget describing the use of these funds should accompany the application. Budget estimates for travel should reflect the best available coach fares for the proposed destination(s). Applications may include a per diem allowance of up to \$125.00 per day.
7. Successful applicants and their deans must submit final reports on grant-supported projects by the end of the grant year, May 31. In addition, a summary of these reports shall be sent to *Ann Hercules* | *Grants Associate* | *Mission* | *The Episcopal Church*: ahercules@episcopalchurch.org. Failure to comply with these requirements will jeopardize future grant applications from both the faculty members and the seminary. If, at the end of the grant period all monies have not been spent, the remaining funds shall be returned to the Episcopal Church Center c/o Ms. Arlissa Dean.

CONANT FUND GRANT

2018-2019 Grant Application Form

This application must be accompanied by:

(Check) _____ A Letter of Endorsement by Seminary Dean

Name:

Position/Title/Seminary:

Mailing address:

Telephone Numbers, Email Address:

Give Title and Brief Summary of Project:

Project description:

1. Describe the objectives, procedures, and timetable for the project.
2. Describe the anticipated final product and evaluation plan for the project, including persons willing to serve as evaluators.
3. Describe the relation of the project to your own professional development. (Include a copy of your professional development plan if you have prepared one.)
4. Describe the relation of the project to theological education, particularly to the educational mission of the seminary where you teach. Where do you anticipate carrying out most of the work on this project?

Project budget:

Provide a detailed budget reflecting real costs. Budget estimates for travel should reflect the best available coach fares for the proposed destination(s) and specific information about lodging. Applications may include a per diem allowance of up to \$125.00 per day. The following expenses cannot be covered by the grant: childcare, equipment retained by seminary, salary replacement, expenses covered by normal seminary operations.

Additional funding:

Have you applied, or plan to apply, elsewhere for additional funds beyond your salary to support your project? If yes, indicate anticipated source and approximate amount of additional funds.