



## Questions?

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## GENERAL Grant Application Policies & Requirements

### Who?

Eligible: Organizations that are considered 501c3 or have fiduciary sponsors. Organizations based in the US and Canada.

Not Eligible: Organizations that are current FTE Grantees or hold current Lilly Foundation grants that are coordinated by FTE are not eligible unless programmatic work is separate from the coordination grant.

### What?

The purpose and timelines may vary. See specific grant initiative guidelines for those particular details.

### When?

*The application must be received via FTE online form by the application deadline.*

Grant recipients are typically required to provide a mid-term and final report on their activities. Most of these are 6 months and 12 months after receiving their award.

FTE grants are non-renewable.

### How?

Online applications can be found on the specific grant initiatives guidelines.

A Complete application generally includes:

- Online application form
- Cover letter
- Proposal narrative
- Project budget (See budget template on specific grant initiatives guidelines)
- Financial information (most recent audit or annual financial statement including budget and actuals from previous year. If the program/department is part of a university or larger multitiered org. FTE requests financials for both the program as well as the entire organization.)

### Budget Limitations:

- FTE will not award international travel outside of the US or Canada.
- No more than 20% of the proposed grant funds can be allotted for salaries & wages.
- FTE funds may not be used for administrative overhead or equipment purchases, including laptops, microphones, tablets, cellphones, etc. Books, curriculums, and software are permitted.

### Competitive Grant Process:

FTE's selection committee will evaluate applications based on the completion of requirements as well as by criteria laid out on the specific grant initiatives guidelines. Selection Committee members use those criteria points to rate the proposals.

Committee members are hired each year. They are representative of the application pool: leaders in faith-based nonprofits, pastors in congregations, campus ministers, and scholars, and theologians in the academy.

## **Application Process:**

- Application/Proposal is submitted.
- At the deadline, FTE processes materials and sends them to the committee for review.
- After sufficient time for the review of all proposals, the committee convenes for the selection meeting.
- Notification of selection. At this time you will receive one of the following: Notification of decline, notification of selection, notification for requests for follow-up either revisions or further explanation.
- Grant agreement process. FTE and grantee will sign a letter of agreement, outlining the details of the grant and how the money is to be spent.
- Funding of grant sent to the organization or individual.

If declined you are encouraged to schedule a conversation about revisions for reapplication in the future.