Lilly National Network Grant Information

Grants must be submitted each year by September 15. Proposals require a cover sheet that can be downloaded at the Lilly Network Website. The Lilly National Network Board reviews grant proposals at its annual fall meeting.

For all grants, applicants must consult the Associate Director, Jenna Van Sickle, before applying. Van Sickle is happy to offer direction and guidance and to read drafts of the proposal, since only the National Board reviews proposals.

In general, Lilly Network grants are designed to forward the mission of the Lilly Network, which is to strengthen the quality and shape the character of church-related higher learning. Proposals should directly or indirectly advance this mission at a local Lilly Network campus, among several campuses, or in a collaborative space.

Campus-based projects such as Small Grants, Mentoring Program grants, and Network Exchange grants should demonstrate institutional commitment at the highest levels.

Grant writers should note carefully the intended audiences for the various grant programs. Small Grants for faculty development should target faculty and staff at an individual Network campus or among a group of campuses; Mentoring Program grants should target faculty at a Network campus; Network Exchange grants bring together representatives from various Lilly Network campuses; while proposals for Regional Collaboration and Conference grants can name their intended audience, since the audience for these grants is not specified in the guidelines.

Because the Lilly Network office neither desires to nor can it oversee funded projects, proposals should be richly detailed, demonstrating adequate planning and foresight, especially in budgetary matters.

A guide to writing Lilly National Network grant proposals

Grant proposals must include the following components:

- **Description of the Program** (5 pages)
- **Preliminary schedule** of events for participants, if applicable
- **Projected budget**
- **Abbreviated CV of the Director of the Grant**

The **Description of the Program** should not exceed 5 pages (except with permission from the LFP), and it must include the following sections, as described below: Executive Summary, Rationale, Connection to the Lilly National Network Mission, Goals of the Project, Project Description, and Evaluation Plan.

Executive Summary
The executive summary is concise and informative. It is a descriptive statement of your proposed project and its aims, and it should explain how your project is important to your college/university or region, how your project connects with the mission of the LFP, and that the people involved in the project have the knowledge and institutional (and if relevant, the regional or other) support to carry out the project.

Rationale
All grants must have a rationale. This is the explanation of the reason for your grant. What is the problem that these funds will help to solve? What is absent in your college/university/regional community that you hope to address using this grant funding? Then, explain how your grant will address this problem or issue. In what way will this problem be solved or addressed by this grant?

Connection to the Lilly National Network Mission
Our mission is to strengthen the quality and shape the character of church-related institutions of higher-learning in the twenty-first century. How does your grant strengthen church-related higher education?

Goals of the Project
In this section, explain the goals of your project. The goals should be concrete and actionable, and it should be possible to evaluate success. There should be short-term, intermediate, and long-term goals. Because of the timeline of the grant-reporting process, it is likely that you will only be able to evaluate the short-term goals for your grant report; however, your intermediate and long-term goals are important to keep in mind.

Project Description
This section should give quite a bit of detail about the plan for the project. Who does this grant target? For what timeframe will this grant be used? Who will be involved in the project? Explain the role of all key personnel. The plan should relate to the goals of the project, because it shows the steps you will achieve the goals.

Evaluation Plan
How will you measure progress toward your goals? As previously stated, you will likely only be able to evaluate the short-term goals in the grant reporting process, but the short-term goals should be benchmarks for your intermediate and long-term goals. Be sure to include an evaluation plan that is well-defined and that can be reported in your final grant report.

Preliminary Schedule for Participants (if applicable)
This schedule should be as detailed as possible, based on information that you have. Speakers can be included, if known.

Budget information

In this section, give as detailed an account as possible of how grant funds will be spent, including matching funds from your college/university, if applicable. If matching funds are included, explain who has committed the matching funds, and how much funding has been committed.

Abbreviated CV of the Director of the Grant

Include an abbreviated CV that highlights relevant experience and activities.

The webpages for the mentoring programs, small grants, regional collaborations and conferences, and network exchange programs give key concerns for each grant.