

CCCU Planning Grant Application Form

**Checklist**

**Step I: Project** **Narrative**

**Step II:** **Budget**

**Step III: Bibliography**

**Step IV: CVs for Team (upload as a Word document using the online form)** Include CVs for all team   
 members (no more than 5 pages for each team member) compiled into a single Word document and upload

using the online form.

**Step V: References** Request two letters of reference: one from the project director’s CAO and one outside

referee with recognized expertise relative to the proposed theme, attesting to the value of the project and the

competency of the team. Please direct referring scholars to submit their letters online using our Reference

and Institutional Support Letters Submission Form found here:   
 [**https://www.cccu.org/facultygrants/networking- grants/#heading-application-and-reference-3**](https://www.cccu.org/facultygrants/networking-%20%20%20%20%20%20%20grants/#heading-application-and-reference-3)

**Step VI: Online Form (**[**https://www.cccu.org/facultygrants/networking-grants/**](https://www.cccu.org/facultygrants/networking-grants/)**)**

Step I - Narrative

**\*\*7,500 Character Limit, Including Spaces\*\***

**Request**

Please complete the following project director information:

**Name of Project Director:**

**Position Title:**

**Institution:**

**Email:**

**Work Phone:**

**Grant Amount Request (up to $5,000):**

**Step II: Project narrative**

Write a project narrative (maximum of 3000 characters, double-spaced) that includes the following:

* a statement of the problem, question, or issue to be addressed;
* the level of interest of the academy in that theme;
* the ways in which the proposed research will be informed by and/or integrated with Christian practices, perspectives, and/or purposes.

**Plan of Action**

What do you propose to do, by way of a project or set of actions, to address these issues or questions? What are your hypotheses about what your research will find? What methodologies will you use, and why have you chosen them? Outline here what you will do on this project step by step, as well as which team members are responsible for each step and their qualifications for completing their work. Describe the project so that your reviewer can visualize what will happen (maximum of 3000 characters, double-spaced).

**Product**

List the concrete "deliverables" of the project. What, specifically, will the project produce by end of grant period

(E.g. conferences, workshops, new curriculum materials, articles, books, textbooks, web pages, other media items, paper dissemination--delivered where and when)? How will these deliverables benefit the larger academy? (Maximum of 1500 characters, double-spaced)

Step II - Budget

**Step III: Budget**

Complete a budget that includes the description, timeframe, costs, and outputs (i.e., concrete deliverables) of each grant-supported activity, along with a brief justification for the basis of costs. All costs should be reasonable to the project’s scope and timeframe. While no cost-sharing is required, applicants are encouraged to draw on support from CCCU member institutions where possible. If you have additional funding from other sources, please use the space below to outline the amount and source of the funding. If you have additional funding, in the budget below, please detail the use of funds requested from CCCU and append separately a total budget for the project summarizing all income and expense lines. Please note: Initiative Grants must be completed within one year of their start.

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| Timeframe | Activity | Location | Cost | Justification | Outcome |
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Other sources of income for this project:

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| --- | --- | --- | --- | --- | --- |
| Timeframe | Funding Source | Funding Purpose | Amount | Justification | Output |
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Step III - Bibliography

**Step IV: Bibliography**

Compile a succinct bibliography supporting the problem statement, substantiating the level of interest in the academy, and indicating the relationship to Christian practices, perspectives, or purposes (maximum 3000 characters, double-spaced).