APPLICATION OVERVIEW

Thank you for your interest in the Scientists in Congregations programme. We have designed the application process to be both simple and straightforward and ask that you observe the length limits with clear, concise answers. Instructions in full can be found below or on our website.

Applications must be emailed to sciencein.congregation@durham.ac.uk before 5PM on Monday 2nd May 2022.

REVIEW PROCESS

Applications will be evaluated by programme staff based on multiple criteria, including:

- Knowledge of mission context
- Clarity about goals and expectations
- Creativity
- Institutional support
- Potential impact

Incomplete applications may not be considered. Materials will be kept in strict confidence and all reviewers will be required to disclose potential conflicts of interest, recusing themselves if a conflict arises. Decisions will be announced in June 2022. Awardees will receive further details about financial procedures.

REPORTS

The Templeton Religion Trust is very interested to learn about the outcomes and impact of your project. If we elect to fund your proposal, you will be required to provide a brief end of project report (up to 1000 words). You will additionally be requested to provide an interim report (up to 500 words) and updates for social media.

Award recipients will also be asked to attend pre- and post-event meetings with other recipients to help plan for and reflect on their events. Final dates for these meetings will be confirmed. Please note that ECLAS does not cover travel costs to and from the events, though accommodation and meals at the events are provided.

FOR MORE INFORMATION

The ECLAS website (www.eclasproject.org) contains further information about the programme including frequently asked questions, resources, and past awardees. For questions not addressed there, please email Despina Katsidou (sciencein.congregation@durham.ac.uk). All submissions will receive confirmation of delivery. If you do not receive confirmation within three working days, please send an email to inquire about the status of your application. Late submissions will not be accepted.
APPLICATION CHECKLIST

Applications should be consolidated into a single PDF file or Word Document. Due to time constraints we cannot accept late submissions or amendments to proposals already submitted (revisions and supplements). Please double check that you have included all materials.

☑ Contact Information
☑ Project Description
☑ Project Co-Directors
☑ Project Budget with Narrative
☑ Congregational Information
☑ Letter of Support
☑ Signatures
APPLICATION FORM

CONTACT INFORMATION

1. Organisation Requesting Funds

This would be the organisation to whom the grant cheques would be written.

Organisation/Church Name:

Denominational Affiliation:

Mailing Address:

Daytime Phone:

Email:

URL:

Amount Requested [GBP]:

2. Project Co-Directors

These persons will be responsible for supervising the project and preparing the final project report. We assume that the person on the pastoral staff of the congregation (2a) will serve as our primary contact person.

2a. Project Co-Director

Title, first name, last name:

Mailing Address:

Work Phone:

Home or Mobile Phone:

Email:

2b. Project Co-Director

Title, first name, last name:

Mailing Address:
3. **Person Legally Responsible for Signing Grant Contracts**

Typically, an officer of the congregation or organisation, a leading member of its board or council, or a staff member or minister: if you are applying from a Church of England congregation, for instance, the contract will be a matter for the P.C.C. and the signatories will be the Church Wardens or Treasurer or Secretary.

Title, first name, last name:
Mailing Address:
Work Phone:
Home or Mobile Phone:
Email:

4. **Budget Officer**

Typically, this would be the treasurer or financial administrator of a church or organisation. This person will be responsible for preparing an end of project budget report. We will ask you to provide an end of project balance sheet, which includes an account of expenditure and an account of any money that remains unspent.

Title, first name, last name:
Mailing Address:
Work Phone:
Home or Mobile Phone:
Email:
I. PROJECT DESCRIPTION

Describe the project in 3000 words or fewer, organized into seven sections as follows. Where possible, use outline format and/or bullet points for clarity.

● **Summary**: Summarise your project in 12 concise sentences. Include what you will do and why you will do it. For example, “We plan to implement a project that will ________, in order to promote the following ________.”

● **Ethos**: In your view, what is at stake in a congregation cultivating a richer, deeper engagement between science and faith?

● **Key Questions**: What are the key questions and topics that you will seek to address with your congregation? What is it about these particular questions and topics that make them relevant and engaging for your particular congregation?

● **Activities**: Provide a concrete description of activities and undertakings that you anticipate will work to create the conditions for a richer, deeper engagement between science and faith for participants in your congregation. If this project takes place in stages, as part of this description, provide a brief timeline that describes how your project will unfold.

● **Leadership**: What are the gifts and credentials of your co-directors that qualify them to lead this project? (Additional information will be included in the Project Co-Directors Qualifications Form below.)

● **Outputs and Outcomes**: A project might, for instance, involve arranging meetings with scientists and church leaders to discuss and reflect upon science and worship in a congregation (*activities*). The *output* for these meetings might be new worship resources. One *outcome* might be that people who attend the church report that they have a fresh appreciation of the relevance of their faith for the contemporary scientific world. What project outputs do you envisage, and with what enduring impact (*outcomes*) upon the life of your congregation? In what ways do you think the success of your project could have an impact beyond the experience of your congregation?

● **Project Evaluation**: Describe a process for assessing your project. How will you know if you have met your goals?

II. PROJECT CO-DIRECTORS QUALIFICATIONS

Identify two co-directors: one member of the church leadership team and one science related professional. Provide information for each as listed below, staying within one single-spaced page (700 words) for each co-director.

a. Co-Director

● Name of co-director:
● Brief summary of background relevant to their role in this project:

● Current relationship to the church and length of time in this role:

● Summary of the role, responsibilities this person will fulfill as co-director:

● Other information you would like to share with us concerning the gifts and competencies of this individual relevant to this particular project:

b. Co-Director

● Name of co-director:

● Brief summary of background relevant to their role in this project:

● Current relationship to the church and length of time in this role:

● Summary of the role, responsibilities this person will fulfill as co-director:

● Other information you would like to share with us concerning the gifts and competencies of this individual relevant to this particular project:

III. BUDGET

List each anticipated expense for your project, such as consultant or speaker fees, travel, publicity, meeting expenses and published resources. (These are examples; not every project will incur each of these expenses.) Most budgets will need fewer than ten individual line items.

In one page or less, briefly describe how the funds in each line will be spent and how that money will support the goals of the project. As you establish the budget, you might ask, “How does this item support the main goal of the grant?”

Equipment and administration costs will only be approved when they are clearly required to accomplish the goals of the project.

Project Budget

You can use the below template, or an attached Excel spreadsheet. Please provide the budget narrative as a separate word document.

<table>
<thead>
<tr>
<th>EXPENDITURE</th>
<th>Description</th>
<th>Cost inc. VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL EXPENDITURE</td>
<td></td>
<td>£</td>
</tr>
</tbody>
</table>
V. DESCRIPTION OF CONGREGATION/S

Provide a brief (500-600 word) description of the congregation/s that will be involved in the proposed project, addressing financial, cultural, and theological context as well as other factors relevant to your project goals.

VI. LETTER OF SUPPORT

Please provide a reference letter (not to exceed one single spaced page) from the most senior denominational or organisational church leader to whom you are accountable in your area (such as a Bishop, Methodist Chair of District, etc.). You may attach this separately if required.

VII. SIGNATURES

Each co-director should sign and date the application. Electronic signatures are permitted.