

Capacity Building for Bible Institutes

Subgrant Application Instructional Manual

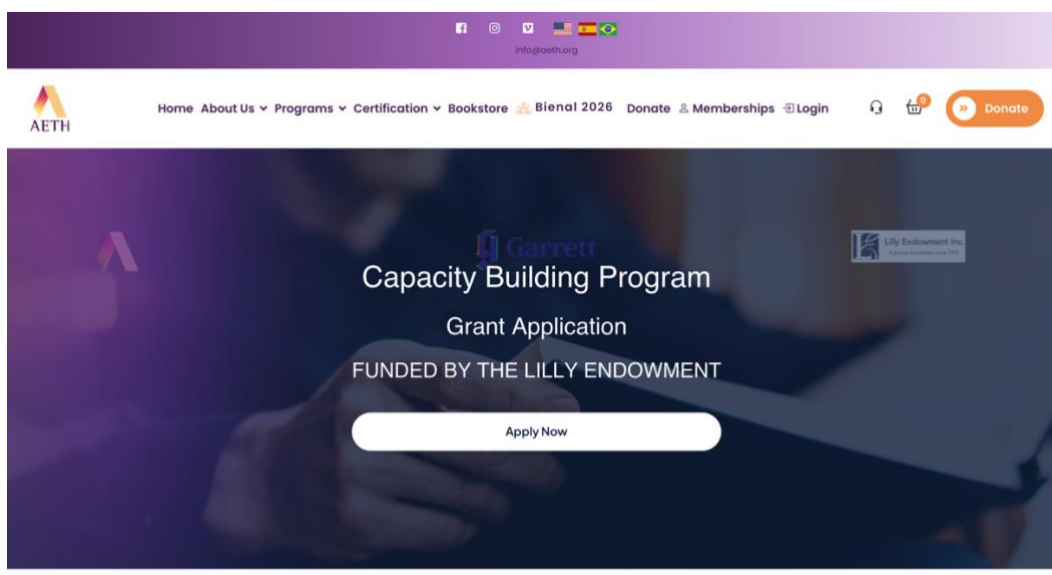
At the core, these subgrants serve the purpose to fund worthy projects for the capacity building of Bible institutes and ministry formation programs. Our funding decisions will be guided by the following principles:

- **Fairness -**
 - We have developed tools to maintain a review process without bias and help advisors score all applications in all fairness and only according to the merit it carries and the suitability for the Capacity Building program.
- **Efficiency -**
 - Our tools allow for a swift evaluation, allowing advisors to focus the effort on the areas that really matter.
- **Transparency -**
 - Our process is guided by a set of guidelines and procedures, available to advisors and participants.
- **Confidentiality -**
 - We are concerned about the privacy of the information our institutes provide. We have labored to establish safety protocols when handling confidential information, keepsaking the integrity of the review processes.

Grant Application

Access to the application

1. Open your web browser and navigate to <https://www.aeth.org/capacity-building/application>.



2. Read the information provided about the Capacity Building program and the requirements for eligibility. We encourage all applicants to fully read the Brief Information on Subgrant Guidelines & Procedures and download the files and read thoroughly before you continue the process.



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 Marta Luna  19 Jan, 2026

CAPACITY BUILDING FOR BIBLE INSTITUTES

GRANT APPLICATION

At AETH we are pleased that your Bible Institute* is committed to theological education and the formation of pastors and leaders that will serve the churches and communities in our country. To build the capacity of the Bible institutes and in collaboration with Garrett-Evangelical Theological Seminary and the financial support of the Lilly Endowment, AETH is offering grants to eligible Bible institutes / ministry formation programs.

The general purpose of this form is to collect the basic general information about the Bible institute / ministry formation program to help AETH

GRANT GUIDELINE AND PROCEDURES

To gain a thorough understanding of the specific details, guidelines, and procedures associated with this grant, we encourage you to access the provided file for complete information.

 Capacity Building for Bible Institutes Program	100%
 Grant Evaluation Rubric	100%
 Subgrant Application Instructions for Applicants	100%
 Subaward Guidelines for Capacity Building	100%
 2026 Brief Bible Institute Subgrant Application Procedures & Guidelines	100%
 Capacity Building and Community Engagement Calendar 2026	100%

3. Make sure to explore the Frequently Asked Questions to gain additional insight on the grant proposal submission and entire process. You can write to us or visit the AETH webpage. At the bottom of the page, you will see an action button indicating the place to start your application. Click on the action button and begin the application process.

Have Any Question's?

What areas does the grant cover for Bible institutes?



The grant covers training for directors/principals and instructors, and can be used for software, library resources, board development, curricular consultants, leadership and management training, and the certification verification process.

What kind of training will directors or principals receive?

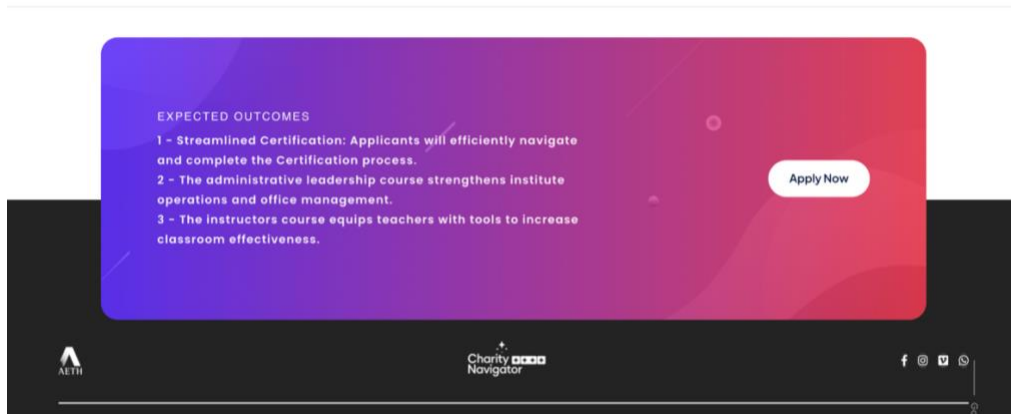


What incentives are provided for instructors participating in the training program?



Who are the partner organizations involved in this project?





4. Register yourself. Enter your email and password in the login fields to create an account.

AETH

Register Account
AETH - Capacity Building

Email
Enter email

Username
Enter username

Password
Enter password

Confirm Password
Enter confirm password

☐ I accept Terms and Conditions

Register

Already have an account? [Login](#)

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5. Once you enter the information and all the fields are completed, click to accept **Terms and Conditions**, then click on the **REGISTER** button to complete this step.

AETH

Register Account
AETH - Capacity Building

Email
botica66@yahoo.com

Username
botica66@yahoo.com

Password

Confirm Password

☒ I accept Terms and Conditions

Register

Already have an account? [Login](#)

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6. Begin the application process. There is a menu on the left side showing all the steps and forms that must be submitted. Notice that you are in the Enrollment section. As you complete each section, the menu on the left will indicate the change accordingly. Proceed to complete the fields and click on the yellow action button labeled **SAVE and NEXT** to ensure all your information is saved. Do this in every section of the application. You can also move between pages of the application by using the **PREVIOUS** and **NEXT** buttons.

The screenshot shows the AETH Capacity Building Application form. On the left is a sidebar menu with options: Dashboard, Enrollment (selected), Proposal, Governing Board, Budget, W9 Form, ACH Deposit Form, Finish, and a MONITOR section with Problems. The main content area is titled 'Application' and 'AETH - Capacity Building Application'. It features a progress bar with four steps: 1. Institute (active), 2. Board, 3. Contacts, and 4. Background. Below the progress bar, the form is titled '* Information about the Bible Institute / Formation Program'. It contains several input fields: Institute Name, Phone, Institute Email, Denomination, Non-Profit Organization? (Yes), Legal IRS Name, Employer ID Number, Institute Webpage, and Institute Address. At the bottom right, there is a yellow button labeled 'Save and Next ...' and two blue buttons labeled 'Previous' and 'Next'.

Pay attention to the examples in these instructions to help you better understand the questions and the responses needed. Remember to click **SAVE and NEXT** before you move away from every page.

7. There are four steps to the first section:
- information about the institute,
 - Information about the board of directors,
 - contacts, and
 - background of the institute.

Application

Governing Board updated successfully.

AETH - Capacity Building Application

1. Institute 2. Board 3. Contacts 4. Background

How would you characterize the Bible Institute / Formation Program?

Name

please select

In case of other option selected explain the reason

Save and Finish Step 1

Previous

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Remember to click **SAVE and NEXT** before you move away from this page.
 Congratulations!
 You finished Step 1 successfully.

Section 2 is the Proposal.

- Proceed to complete the Proposal section by answering the question that will guide you to submit the proposed project. Read every question carefully, describe your project succinctly and provide an itemized budget. Some questions have a limited amount of words.

Proposal

Proposal - Answer the following questions:

Congratulations! You've finished step 1 successfully. Proceed to the Proposal step.

✓ * Title of the Proposed Project.

What is the title of your Capacity Building undertaking?

✓ Subgrant Amount Requested for the Proposed Project.

Maximum amount = \$21,000.00 (whole numbers only)

✓ Beginning Date of the Proposed Project.

The project must begin no later than June 1, 2025 of the approval year.

✓ Ending Date of the Proposed Project.

The project must end no later than June 1, 2026.

✓ * Proposed Project Rationale.

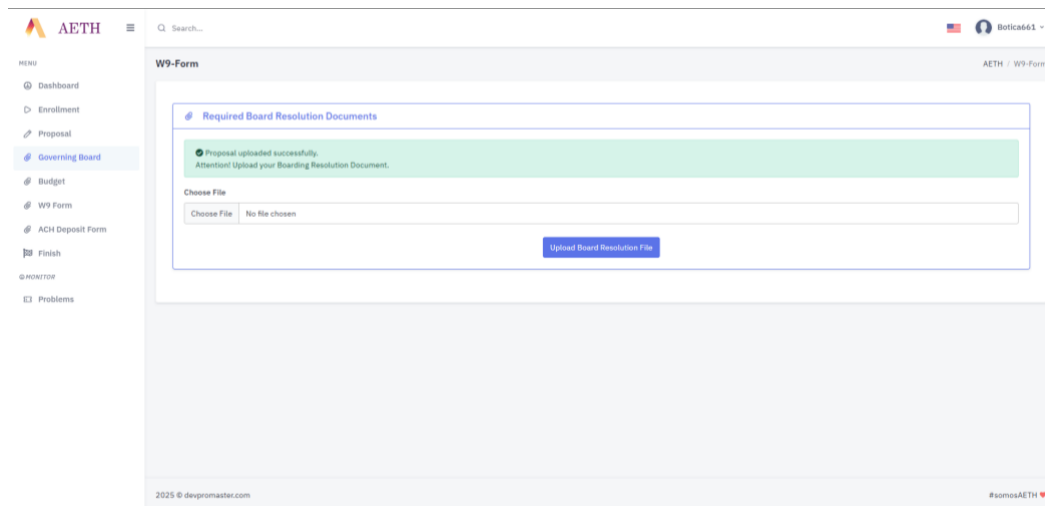
Primary Issue (Max 250 words)

Remember to click **SAVE and NEXT** before you move away from this page.
 Your Proposal was submitted successfully.

Section 3 is the submission of the documents.

9. Now upload the Board Resolution File with a letter of support from the Board, Budget, W9, and ACH Direct Deposit Form. You will find the downloadable file in the instructions. Complete it and submit it by clicking on **Blue action button** in this section. Proceed to download the W9 and the ACH Direct Deposit Form using the file included in the instructions. Complete it and submit it by clicking on **Blue action button** in this section.

Your documents were uploaded successfully.

The screenshot shows a web application interface for AETH. On the left is a sidebar menu with options: Dashboard, Enrollment, Proposal, Governing Board (highlighted), Budget, W9 Form, ACH Deposit Form, Finish, and Problems. The main content area is titled 'W9-Form' and contains a section 'Required Board Resolution Documents'. A green success message states: 'Proposal uploaded successfully. Attempt to Upload your Boarding Resolution Document.' Below this is a 'Choose File' section with a text input showing 'No file chosen' and a blue button labeled 'Upload Board Resolution File'. The footer includes '2025 © deqpromaster.com' and '#somosAETH'.

The Board documents were uploaded successfully.

10. To finalize the application process, you must complete this section.
 - All fields must be filled.
 - You must agree to the terms and conditions contained in the Subawarding Guidelines for Capacity Building Awards.
 - Do not forget to click on the affirmation box.
 - When you are done, click on the **Finish and Submit your Application** button.

Finish Application

ACH Direct Deposit Form File uploaded successfully.

[Finish your application](#)

*** Terms and Conditions**
 You acknowledge that you have read the Subawarding Guidelines for Capacity Building Awards. By completing and submitting the application, the proposal, and the additional documentation you accept and agree with the Terms and Conditions set forth by the AETH-Garrett Grant Award Commission. Additionally, you authorize the AETH-Garrett access, right to use, distribute, display, and give promotion to the content of the submission, and the content and attachments are your ownership, thus the rights of a third party will not be violated. The AETH-Garrett reserves the right to accept or reject, terminate or cancel any submissions at any time without the participant's consent. Submission of the application implies or constitutes a reservation/enrollment into the Church and Bible Institute Leadership Course.

Note: The application submission must be accompanied by all required items including a completed W9 form, Direct Deposit ACH Form and a letter of support from the Bible Institute's / Formation Program's Board.

Your name: Email:

☒ I affirm that all information provided is true.

[Finish and Submit your Application](#)

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Congratulations! You have successfully completed and submitted your application.

You will receive a code number, which is your proposal's identification number. All communications will be referring to this number. Make a note of it for future reference. Once you are done, simply log out.

Finish Application

[Congratulations!](#)

You have successfully completed and submitted your application.

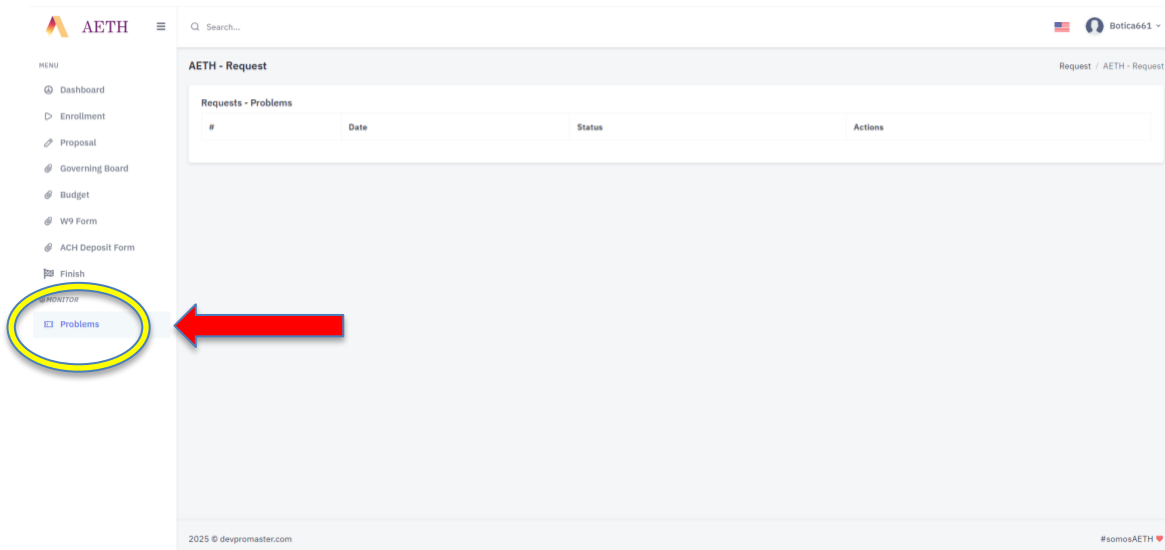
This is your success code: 30c2ce3a-e7f1-459f-925e-e6ce265a2495

[Click here to exit](#)

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Log out here → Botica661

Note: During the review of the application and proposal, the Advisory Council or the Project Manager may send a message to you through the menu located on the left side of the window. To view the message, select the last option labeled PROBLEMS. In this way, you will be informed that there is something that requires your attention.



Next steps: the Project Manager will provide instructions to register the Director for the Leadership Course. To log back into the portal to add, change, or update information, use the following address: <https://admin.aeth.org/login>