**GUIDELINES AND APPLICATION FOR CONTINUING EDUCATION GRANTS**

The primary purpose for Continuing Education Grants is to encourage clergy, people employed by a parish or an agency of the diocese, and volunteer leaders in the Diocese of Pennsylvania to sharpen their skills and abilities for ministry.

1. The goals of the Continuing Education Grants are:

a. To provide educational and training experiences for clergy and those leaders who are active, financially supporting communicant members of a parish as recommended by the priest in charge or, where there is not a priest, the warden.

 b. To train for new ministry in new settings and/or new directions within present work and environment.

2. Application procedures for all individual applicants:

 a. The grant application follows below.

b. The application must be filled out completely, including full description of the course or program, with a supervisor’s signature, if applicable. (Please include a copy of the program brochure.) c. Applications will be returned if not completed properly.

c. For approval, applications must be submitted two weeks in advance of the Continuing Education meeting date. This deadline will be posted online: <http://www.diopa.org/continuing-education>

 d. Grant application must be received and approved prior to the event for which funding is requested.

 e. Applications for amounts not exceeding five hundred dollars may be approved by the Continuing Education chairperson in consultation with the Bishop's office.

 f. Please note that grants do not cover the expenses of spouses, partners or family members.

 g. Recipients of grants are expected to return an evaluation of program within a month after attending event.

3. The following factors are taken into consideration before any application is approved:

a. That travel funding be limited, especially when a similar workshop or experience is available closer to the Diocese. Continuing Education Grants are not to be used for programs involving international travel except for extremely compelling circumstances and that are in alignment with stated diocesan values. In these cases, it must be demonstrated that there are no similar or comparable learning experiences closer to home.

 b. That travel funding not exceed the cost of the conference itself, except under special circumstances.

c. That the application reflect the financial commitment of the applicant and congregation, vestry, or church agency employing the applicant. The normal expectation is that the applicant will pay one third the costs, the congregation or agency one third, and that the Continuing Education Grant provide the final third. If contributions from the applicant would be a hardship, please provide an explanation.

 d. The number of grants that have been requested and/or awarded previously and the amounts of those grants.

e. A Continuing Education Grant is not able to fund degree programs or programs leading to ordination. For those, please consult Aid to Theological Students, Church Training and Deaconess House or The Episcopal Church Club of Philadelphia, and ask for their guidelines and application deadlines.

4. Continuing Education Grants may not be used to fund mission trips or pilgrimages. Grants may also not be used for organizational gatherings unless they meet the goals of the continuing education grant.

5. Application procedures for members of a group all participating in the same event:

a. When two or more people from the same organization plan to attend the same event, all the applications are due at the regularly scheduled Continuing Education Committee meeting at least two months in advance of the event so that the committee knows the total number of applicants and can steward available resources adequately.

 b. Each applicant will receive the same grant amount, as determined by the committee.

 c. Applicants who apply after the deadline outlined in (a) above may not be funded.

6. Non-clergy applicants must also have their applications approved and signed by the priest in charge of their congregations or by the diocesan bishop. The application must include:

a. Affirmation that the applicant has been an active, pledging member of the congregation for at least six months;

 b. A statement describing specifically in what way this training would help to build up the Body of Christ;

c. A statement describing how the priest in charge or bishop will draw on the leadership of the applicant in the ministry of the congregation or diocese.

7. If the applicant is approved and receives a grant payable to the applicant, receipts must be submitted within 30 days, sent to the diocese in care of the Assistant to the Canon for Transition Ministry.

8. In each grant cycle, priority will be given in this order:

 a. Persons who have never applied before

 b. Persons who have rarely applied

 c. Persons who have applied frequently

9. The Continuing Education Grants have traditionally underwritten the cost of CREDO, EFM and the Annual Clergy Conference. Please contact the Assistant to the Canon for Transition Ministry for details.

**PLEASE NOTE: Applications for more than $500.00 received after the deadline for the Continuing Education**

**Committee meeting will not be considered for funding.**

*Guidelines updated March 2019*

CONTINUING EDUCATION GRANT APPLICATION

*Episcopal Diocese of Pennsylvania*

 **APPLICATION DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **DATE RECEIVED** :( Leave Blank) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL DATA**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FULL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DAYTIME PHONE NUMBER: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***CHECK ONE:***

 ***CLERGY****:* Years Ordained \_\_\_\_\_\_\_\_\_\_ **Years** in Current Ministry **\_\_\_\_\_\_\_\_\_\_**

CONGREGATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  ***PROFESSIONAL****:* (Staff) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Title) \_\_\_\_\_\_\_\_\_\_\_\_

 CONGREGATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Years of Service: \_\_\_\_\_\_\_\_

 ***VOLUNTEER LEADER:******(***LEADERSHIP ROLE) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CONGREGATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Years of Service: \_\_\_\_\_\_\_\_

**PROGRAM/COURSE INFORMATION (Please Attach A Copy of Program/Brochure)**

 **PROGRAM/COURSE NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **PROGRAM LOCATION:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **PROGRAM DESCRIPTION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**CLERGY ENDORSEMENT FOR PROFESSIONALS**

**SIGNATURE OF CLERGY SUPERVISOR**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CLERGY ENDORSEMENT FOR VOLUNTEER LEADER (TO BE COMPLETED BY PRIEST OR BISHOP)**

(**APPLICANT’S NAME)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been an active, pledging member of his/her congregation for at least six months.**

**Please describe specifically the ways in which this training will build up the Body of Christ:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**How will the leadership of this applicant enhance the ministry of your congregation/Diocese?**

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**SIGNATURE OF PRIEST OR BISHOP**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COST** **FUNDING SOURCES**

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| --- | --- | --- |
| **REGISTRATION/TUITION $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  | **FROM PARISH**  | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **TRAVEL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  | **FROM SELF**  | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **LODGING $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  | **FROM EMPLOYER**  | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **MISCELLANEOUS COST $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **(SPECIFY):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  | **FROM OTHER**  | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **TOTAL COST OF PROGRAM $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  | **BALANCE NEEDED**  | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |

**Please attach additional paper if necessary for answering the next three questions**

1. List a few personal, professional and spiritual goals and/or areas of knowledge you would like to work on or broaden

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. What are your expectations of this program and why do you think it will help you in achieving those goals?

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1. How do you think this program/course will benefit your current ministry within the Episcopal Diocese of Pennsylvania?

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Are you willing to share your experience with other parishes in the Diocese? Yes No

**PAYMENT INFORMATION:** (**IF CHECK IS MADE PAYABLE TO APPLICANT, PROOF OF PAYMENT OR RECEIPT IS REQUIRED)**

 **MAKE CHECK PAYABLE TO**:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **MAIL CHECK TO**:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**How Did You Learn Of The Continuing Education Fund?**

 Person Brochure Email Leadership Institute Catalog Other

 **PLEASE RETURN COMPLETED APPLICATION TO**: **QUESTIONS – PLEASE CALL**:

 Assistant to the Canon for Transition Ministry The Assistant to the Canon for Transition Ministry

 Continuing Education at: 215-627-6434, Ext. 111

 Episcopal Diocese of Pennsylvania

 23 E Airy Street

 Norristown PA 19401

**PLEASE NOTE**: This Application **Must Be Submitted Prior** To The Program/Course Start Date

Please **Attach A Copy Of Program’s/Course Brochure With Application**