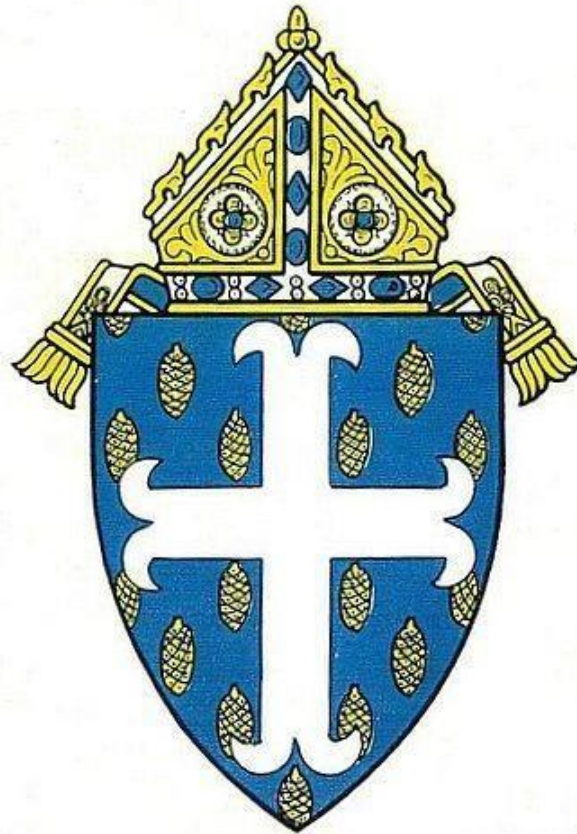


2021–2022

REQUEST FOR APPLICATIONS

Lay Continuing Education & Formation
Endowment Fund



ROMAN CATHOLIC BISHOP OF PORTLAND



ROMAN CATHOLIC DIOCESE OF PORTLAND

510 Ocean Avenue
Portland, Maine 04103-4936

207-773-6471 Fax: 207-773-0182

LAY CONTINUING EDUCATION & FORMATION ENDOWMENT FUND REQUEST FOR APPLICATIONS 2021-2022

The Lay Continuing Education & Formation Endowment Fund, invested with the Catholic Foundation of Maine, was established through the *Strengthening the Heartbeat of the Church Campaign* in 2008. The purpose of the campaign was to build resources to support the present and future ministry of the Catholic Church in Maine.

PURPOSE

The purpose of this fund is to provide grants to support employees and volunteers (*such as pastoral life coordinators and associates; business coordinators; catechetical leaders, teachers and youth ministers*) in furthering their education and training related to faith formation and professional service within the Church. This fund also provides parishes, diocesan schools and diocesan offices of the Roman Catholic Diocese of Portland with grants to support education, training, and the start - up of new initiatives related to faith formation and professional service to the Church. The fund is not intended for *ongoing* or perennial programs.

GRANTS

Grants to individuals may range from \$100 to \$2,500.

Grants to parishes, diocesan schools or diocesan offices may be up to \$5,000.

PROCESS

Individuals, parishes, diocesan schools and diocesan offices must submit their grant application and attachments to the Lay Continuing Education and Formation Endowment Fund GRC, c/o the Diocese of Portland by July 20, 2020.

The Grant Review committee (GRC) appointed by the bishop will:

- screen all submissions for eligibility and completeness;
- review and discuss the applications to make funding recommendations;
- evaluate each application according to the published criteria (*see below*);
- submit grant recommendations to the bishop.

The bishop will review the GRC's recommendations and give his final approval. The Bishop's Office will send the final grant determinations back to the GRC for appropriate follow-up.

By August 31st, the GRC will communicate the bishop's decision, in writing, to each applicant.

After all letters are mailed, the GRC will inform the Diocesan Director of Communications of the names of those receiving grants so that the information can be reported in one or more of the following ways: a general press release, the diocesan website and Harvest magazine.

The Grant Review Committee is comprised of nine (9) members who are recommended to, and appointed by, the Bishop. The GRC will manage the grant process, regarding grant requests and proposals, and make recommendations to the bishop for his approval.

GRANT TIMELINE

Distribute grant application _____ April 2021

Submission of grant application and attachments _____ deadline July 19, 2021
(Applications must be received in the Chancery by 5pm on July 20 to be considered)

GRC reviews applications _____ July/August 2021

GRC recommends awards to Bishop for his considerations _____ August 16, 2021

Bishop's decisions communicated _____ August 31, 2021

Distribution of awarded grants upon submission of receipts or with registration forms. Generally, approved grants are paid directly to the school/institution.

ELIGIBILITY

Individuals (employees and volunteers), parishes, diocesan schools and diocesan offices in the Roman Catholic Diocese of Portland are eligible to apply for a grant from the Lay Continuing Education & Formation Endowment Fund.

Funding awarded for programs/activities taking place from August of 2021 to July of 2022.

Applications accepted for:

- Tuition for college and university courses; or registration fees for seminars and conferences in catechetics, theology, and religious studies that help form the faith of Catholics from approved and/or accredited institutions/programs
(Individuals in degree granting or on-going programs, may re-apply for funding; however multiple year funding **is not** guaranteed.)
- Tuition for college and university courses; or registration fees for seminars and conferences related to an individual's work as an employee or volunteer in the church from approved and/or accredited institutions/programs
- Start-up expenses for new initiatives related to parish-based faith formation activities
- Training and education programs for Catholic parishes, schools and diocesan offices

Expenses *not* typically covered by grant funds:

- Books and materials for such seminars and classes as identified above
- Travel to and from seminar/class sites
- Application or other fees associated with a college program
- Catechetical texts and series
- Equipment or other capital expenses

REQUIREMENTS

Applicants must complete the application form, which includes a breakdown of expenses related to the program, and the following information:

For Individuals

- Name of course, seminar or conference
- Description of the course, seminar or conference
- Name of Sponsoring Institution or Organization
- Brochure/Invoice showing course, seminar or conference cost

For parishes, diocesan schools and diocesan offices

- Description of program, including number of people hope to serve
- Current operating budget for new program, projected expenses
- Brochure/Invoice showing program cost
- Name of pastor and list of people who will be involved in leading the program
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If the grant is approved, the recipient must provide invoice, registration form or a receipt showing the expenses before funds will be dispersed.

SUBMISSIONS

All applications with supporting attachments must be submitted, either

by mail to:

Roman Catholic Bishop of Portland
c/o Lay Continuing Education & Endowment Fund GRC
510 Ocean Ave
Portland, ME 04103-4936

or by email to:

Grant Review Committee: grc.layendow@portlanddiocese.org

INCOMPLETE APPLICATIONS MAY BE DENIED