



How to Apply for Grants Awarded for 2023-2024 (FY24)

Read the full program details online at <https://portlanddiocese.org/lay-continuing-education-formation-endowment-fund>, especially the [eligibility criteria](#) to understand who and what fit the intent of this grant program.

Discern what activities or programs in your annual personal or organization planning may fit the intent of the grant before preparing to apply. Individual funding requests may range from \$250 to \$3,500. Organization funding requests may range from \$2,000 to \$10,000.



NOTE: The online application can only be accessed by those with a diocesan email address. If you do not have a portlanddiocese.org account, please work with your supervisor or primary diocesan contact to identify who can assist you in submitting the required information.



APPLYING AS AN INDIVIDUAL

Current employee or volunteer serving in a Maine parish, Catholic school, or diocesan office

1. Gather all the required information for [Individuals](#)

In addition to describing the activity and expenses, prepare short answers these questions (one or two sentences maximum):

- Why are you pursuing this degree/certificate/activity?
- How will the related course(s)/activity help you serve in ministry better or more effectively?
- *for degree/certificate:* Where are you in the process of completing this certificate (number of credits already completed, anticipated graduation month/year, etc.)?
- *for continuing ed:* How will your individual faith formation, ministerial or professional skills development in this activity contribute to the wider Church's ability to fulfill her mission?

2. Download and print the [Acknowledgement & Signatures Form](#) (pdf). Fill in the requested information.

3. Review the information about your proposed activity with your pastor/principal/supervisor then both sign the *Acknowledgement & Signatures Form*

4. Create digital copies of required documentation for upload (saved or scanned as pdfs preferred)

- Signed *Acknowledgement & Signatures Form*
- Brochure, promo materials, etc. describing proposed activity and associated costs (4 files maximum)

5. Go to the appropriate online form to complete the application. All information must be entered and uploaded in one session.

- [Individual Application: Tuition Degree/Certificate](#) ([click for preview](#) of online application)
- [Individual Application: Continuing Education.....](#) ([click for preview](#) of online application)

At the end you may check the box next to “Send me an email receipt of my responses” before clicking the “Submit” button. A new window will show a message confirming successful submission.



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APPLYING FOR AN ORGANIZATIONS

Catholic Parishes, Catholic Schools, Diocesan Offices, and Affiliated Organizations in Maine

A. Gather all the required information for [Organizations](#)

In addition to describing the activity and expenses, prepare short answers these questions (one or two sentences maximum):

- Why is the organization hoping to offer this activity now?
- How will the faith formation, ministerial or professional skills development provided in this activity contribute to the organization's ability to fulfill the Church's mission locally?
- What impact will this activity have on the wider parish/school/diocese if successful?

B. Download [Financial Details & Acknowledgement Form](#) (Word document). Open the downloaded form, open as a Word document, click the "enable editing" button at the top of the page, and enter all the requested information electronically.

C. Print completed form and review it along with other details of the proposed activity with your pastor/principal/supervisor before both signing this form.

D. Create digital copies of required documentation for upload (saved or scanned as pdfs preferred)

- Signed *Financial details and Acknowledgment Form*
- Brochure, promo materials, etc. describing proposed activity and associated costs (4 files maximum)

E. Go to the appropriate online form to complete the application. All information must be entered and uploaded in one session.

[Parish/Organization Application](#) ([click for preview](#) of online application)

At the end of the online application, you may check the box next to “Send me an email receipt of my responses” before clicking the “Submit” button. A new window will show a message confirming the application has been submitted successfully.

NEED HELP? Contact a member of the Grant Review Committee



Parish Leadership Development: Msgr Marc Caron, Moderator of the Curia

Employee Development: Liz Allen, Human Resources

Catholic Schools: Marianne Pelletier, Catholic Schools Office

Adult Faith Formation: Lori Dahlhoff, Office of Lifelong Faith Formation

Technical Questions: [Hannah Gonneville](#), Office of Lifelong Faith Formation