



# Continuing Ed/Formation 2023-2024 Grant Application: **Individual Continuing Education**

The purpose of this grant category is to provide current employees and volunteers of parishes, Maine Catholic schools, and diocesan offices with funding support to continue their ministerial and professional development through activities such as seminars, trainings, or conferences. Funds may not be used for travel, food, or lodging for in-state programs.

**The application, including file uploads, must be completed in one session by someone with an official diocesan email account.** If you are completing this form on behalf of a volunteer or an employee of an affiliated organization, your name and email address will automatically be associated with this record.

**COPY OF SUBMISSION:** Before you press "Submit" you will have the option to request a copy of responses. If you are submitting an application for someone without a diocesan email account, please download the pdf that will be available to you after you press "Submit" to share with the application, You will also receive an email with a link to the submitted application (only someone with the email addressed used to submit the application will be able to open the link).

*\*Please note: Incomplete Applications will not be considered for funding*

\* Required

## Applicant Information

Please complete all fields below

1. First Name of Individual \*

2. Last Name of Individual \*

3. Mailing Address (Street or PO Box) \*

4. City, State, Zip \*

Enter your answer

5. Phone Number (10 digit) \*

Enter your answer

6. Email Address \*

Enter your answer

7. What parish, Catholic school, or office are you affiliated with? (Name and location) \*

Enter your answer

8. Role within organization \*

Employee

Volunteer

9. If volunteer, specify area of ministry and role(s) in which applicant volunteers \*

Enter your answer

10. What is the first and last name of your parish pastor, Catholic school principal, or supervisor in affiliated organization? \*

Enter your answer

## Grant Request Information

Please complete all fields below, NOTE: In the final section of the application, also upload a brochure or other promotional material giving detail about the planned activity, including the sponsor/institution, location, and associated costs.

11. Name of Planned Activity (title of training, convention, etc...) \*

12. Description of Planned Activity (components, intended participants, goals) \*

13. Name of organization sponsoring or offering the activity \*

14. Activity Location(s) \*

15. Beginning Date of Planned Activity \*

 

16. Ending Date of Planned Activity \*

 

## Activity Costs

17. Registration Fee (Enter Whole \$)

Enter your answer

18. Lodging Costs (Enter Whole \$ or *n/a* if included in registration fee or is unnecessary)

Enter your answer

19. Food Costs (Enter Whole \$ or *n/a* if included in registration fee)

Enter your answer

20. Travel Costs and type (Enter Whole \$ or *n/a* if activity is in-state for example \$500 flight or \$250 roundtrip mileage)

Enter your answer

## Funding Request Information

Please complete all fields below

21. Total Cost of Planned Activity (Enter in whole \$) \*

Enter your answer

22. Amount Contributed by the Parish/School/Organization (Enter in whole \$) \*

Enter your answer

23. Amount Contributed by the Individual (Enter in whole \$) \*

Enter your answer

24. Requested Grant Amount for planned activities/programs (Enter whole \$; minimum \$250 - maximum \$3,500) \*

Enter your answer

25. Please list any other funding sources, include names and funding amounts (If none, enter n/a) \*

Enter your answer

26. Will you be able to participate in the proposed activity with partial funding? \*

Yes

No

27. Have you received a grant from the Lay Continuing Education & Formation Endowment Fund in the past? \*

Yes

No

28. If yes, when did you receive the grant and for what purpose?

Enter your answer

## Funding Request Explanation

Use one statement to answer each of these question

29. Why are you pursuing the planned activity (program, course, conference, etc.)? \*

Enter your answer

30. How will the planned activity help you serve in ministry better or more effectively? \*

Enter your answer

31. 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? \*

Enter your answer

## Uploads & Signature

30. Please upload each of the following: (1) a brochure or promotional materials describing the activity including goals, sponsor, dates, location, and costs (2) the signed "Acknowledgement & Signature sheet" (Non-anonymous question ⓘ) \*

 Upload file

File number limit: 5 Single file size limit: 100MB Allowed file types: Word,Excel,PPT,PDF,Image,Video,Audio

Send me an email receipt of my responses

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