



Individual Continuing Education Lay Continuing Ed/Formation Grant Application

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

* This form will record your name, please fill your name.

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 *

5. Phone Number (10 digit) *

6. Email Address *

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

8. Role within organization *

Employee

Volunteer

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

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

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 \$)

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

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

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

Funding Request Information

Please complete all fields below

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

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

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

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

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

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?

Funding Request Explanation

Use one statement to answer each of these question

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

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

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? *

Uploads & Signature

32. 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" *

 **Upload file**

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

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