



Checklist for Applying for a Grant

*Follow ALL the steps before the application deadline published for the grant cycle.
The Grant Review Committee automatically rejects incomplete or late applications.*

1. 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
2. Assemble all the information required to complete an application:
 - a. activity description including promotional materials that shows costs
 - b. total expenses for activity
 - c. 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?
 - d. download the appropriate *Acknowledgement and Signature Form*
 - [Individual](#)
 - [Organization](#)
3. Review the information about proposed activity with your pastor/principal/supervisor then both sign the appropriate *Acknowledgement & Signatures Form*
4. Create digital copies of required documentation for upload (saved or scanned as pdfs preferred; links to websites or other information are unacceptable)
 - a. Signed Acknowledgement & Signatures Form
 - b. Brochure, promo materials, etc. describing proposed activity and associated costs
5. Find online application forms at <https://portlanddiocese.org/lay-continuing-education-formation-endowment-fund>
 - a. Open* the appropriate form based on your proposed activity:
 - INDIVIDUAL: Tuition
 - INDIVIDUAL: Continuing Education
 - ORGANIZATION

** Non-employee applicants must work with an employee with a portlanddiocese.org email address to complete the online application*
 - b. Enter all the required information and upload the requested documents; all information must be entered and uploaded in one session
6. Confirm your submission at the end of the application by clicking the box next to "Send me an email receipt of my responses" before clicking the "Submit" button.
7. Pray for the Grant Review Committee and all those seeking to better serve God in the mission of proclaiming the truth, beauty, and goodness of the Gospel of Jesus Christ.