



Organization Lay Continuing Ed/Formation Grant Application

The purpose of this grant category is to provide parishes, Maine Catholic schools, diocesan offices, and other organizations affiliated with the Diocese of Portland with funding for start-up expenses for new initiatives related to faith formation activities primarily targeting adults or for training/education programs that increases the organization's capacities to live out the Church's mission of proclaiming and living out the Gospel. Funds may not be used for basic organization functions like liturgical minister training, programs that primarily serve children or teens, or capitol expenses like equipment.

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.

Organization Information

Please complete all fields below. The Primary Contact is usually the person who will be leading implementation of the proposed activity.

1. Parish, Catholic school, diocesan office, or organization (Name and location) *

2. First and last name of parish pastor, Catholic school principal, or supervisor responsible for the organization/office *

3. First Name of Primary Contact Person *

4. Last Name of Primary Contact Person *

5. Mailing Address for Primary Contact (Street or PO Box) *

6. City, State, Zip *

7. Phone Number (10 digit) for Primary Contact *

8. Email Address for Primary Contact *

Grant Request Information

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

9. Name of Project/Program/Initiative *

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

11. Beginning date for activity *



12. Anticipated end date for activity *



13. Number of people directly participating in the project/program/initiative *

14. Why is the organization hoping to offer this activity now? *

15. 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? *

16. What impact will this activity have on the wider parish/school/diocese if successful? *

17. Is this a new initiative for the parish/school/office/organization? *

Yes

No

18. Is this a multi-year or ongoing activity? *

Yes

No

19. If yes, what plans are being made by your Pastoral Council, finance council or budget committee, to continue the program beyond the first year? *

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

Yes

No

21. If yes, when did you receive a grant, for what purpose, and the amount awarded? *

Financial Overview and Funding Request Information

Upload the completed "FINANCIAL DETAILS AND ACKNOWLEDGEMENT FORM" in the final section in addition to answering the questions below

22. Total Expenses for Planned Activity (Enter \$ amount as a whole number) *

23. Total Non-Grant Revenue for Planned Activity (Enter \$ amount as a whole number) *

24. Estimated Financial Need (Enter \$ amount as a whole number) *

25. Has the organization sought out other funding alternatives? *

Yes

No

26. If yes, name of alternative source and amount of funding *

27. Requested Grant Amount for planned activities/programs (Enter whole \$; minimum \$2,000 - maximum \$10,000) *

28. Will the organization be able to offer the proposed activity with partial funding? *

Yes

No

Uploads

Prior to uploading a file please rename it in this format: OrganizationName-FirstWordOfInitiativeName-InfoDescription. Examples: OLFF-Echoes-Flyer OLFF-Echoes-FinanceAcknowledgement Cathedral-Justice-Brochure

29. Please upload each of the following: (1) a brochure or promotional materials describing the activity including goals, sponsor, dates, location, and costs (2) the completed and signed "FINANCIAL DETAILS AND ACKNOWLEDGEMENT FORM" *

 **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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