

Individual Degree/Certificate



Tuition Lay Continuing Education/Formation Grant Application

The purpose of this grant category is to provide funds to assist current employees and volunteers of parishes, Maine Catholic schools, and diocesan offices in paying tuition for degree programs or tuition/registration fee for ministry-related non-degree certificate programs. Awarded funds may not be used for expenses such as administrative fees, books, software, equipment, travel, or housing.

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 application (only people with diocesan email accounts will be able to open this link).

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

* 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. 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, you are also required to upload promotional materials describing the degree or certificate requirements (course names and credits) and tuition cost per credit or program registration fee per term.

11. Name of degree or certificate program *

12. Name and location of educational institution *

13. Course title(s) and description(s) *

14. Beginning Date of Term(s) *



15. Ending Date of Term(s) *



16. Total # credits of ministry course(s) attempting within dates of term(s) *

17. Cost per credit OR program registration fee (Enter whole \$) *

Funding Request Information

Please complete all fields below

18. Total Tuition Cost of Course(s) (Enter in whole \$) *

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

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

21. Requested Grant Amount toward tuition/registration (Enter whole \$: minimum \$250, maximum \$3500) *

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

23. Will you be able to take the course(s) with partial funding? *

Yes

No

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

Yes

No

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

Funding Request Explanation

Use one statement to answer each of these question

26. Why are you pursuing this degree or certificate? *

27. How will the related course(s) help you serve in ministry better or more effectively? *

28. Where are you in the process of completing this degree/certificate?
(number of credits already completed, anticipated graduation
month/year, etc.) *

Uploads & Signature

29. Please upload each of the following: (1) promotional materials describing the certificate requirements (course names and credits) and tuition cost per credit OR total program cost (2) the signed "Acknowledgement & Signature sheet" (3) document showing satisfactory completion of last course in an ongoing program (if applicable) *

 **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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