



LAY CONTINUING EDUCATION & FORMATION ENDOWMENT FUND

Application for Grant: ORGANIZATION

FINANCIAL DETAILS AND ACKNOWLEDGEMENT FORM

DIRECTIONS

1. Type in the Basic Info about the organization, project name, and the numbers of the fiscal year for grant
2. Provide Budget Details about anticipated expenses and revenues associated with the proposed activity
 - + Type in responses to questions in the "Details" column in the space provided (as applicable).
 - + Enter whole dollar amounts in "Amount" for each category listed.
 - + Leave the \$0 in the Amount for any category line that is not applicable to your request.
 - + Complete the Financial Summary table using the totals for expenses and non-grant revenues (p2).
3. Complete Acknowledgements Section and Print for Signing
 - + Type in the requested information in the Acknowledgement & Signatures section.
 - + Print these pages so primary contact and pastor/principal/supervisor can review and sign the form.
4. Scan all the completed pages of this form to create a digital image (pdf file preferred)
5. Upload the scanned form as part of the online application along with materials that support fees, tuition, and other expenses included in the Budget Details

Basic Info

Name of Organization:

Project/Program/Initiative name for which funding is sought:

Fiscal Year of the Grant:

Budget Details

<i>Expense Category</i>	<i>Details</i>	<i>Amount</i>
Conference fees	Sponsoring organization (i.e. TeamRCIA, Steubenville, etc.)?	<input type="text"/>
Start-up fees	Name of the approved/accredited institutions/program (i.e., Formed, St Joseph's College, etc.)?	<input type="text"/>
Speaker fees & expenses	Name(s) of speaker(s)?	<input type="text"/>
Facility cost	Name and place of site(s) renting for program?	<input type="text"/>
Travel	Flight from to for people + Mileage x \$0.67/mile + Car rental for days x per day =	<input type="text"/>
Lodging	City/town where participants stay during program? Name of the hotel/motel/accommodation? Num nights lodging x people	<input type="text"/>
Meals	Are meals included in registration fee? Check one: <input type="checkbox"/> Yes <input type="checkbox"/> No Estimated additional amount for personal meals	<input type="text"/>

Other Related Expenses	Specify any miscellaneous costs here:	<input type="text"/>
	Total expenses	<input type="text"/>

NON-GRANT REVENUES	Amount contributed from organization budget	<input type="text"/>
	Amount contributed by the individuals (registration fees, donations, etc.)	<input type="text"/>
	Amount from alternative funding source <i>Indicate source name:</i>	<input type="text"/>
Total of all non-grant revenues		

Financial Summary

TOTAL EXPENSES	<input type="text"/>
(TOTAL NON-GRANT REVENUES)	<input type="text"/>
ESTIMATED NEED	<input type="text"/>

Acknowledgements and Signatures

Primary Contact

Primary Contact Name

I acknowledge I have reviewed the details of the proposed activity/initiative with the pastor/principal/supervisor listed below and have his/her support in pursuing the requested funding.

Signature: _____ Date: _____

PASTOR/PRINCIPAL/SUPERVISOR

Pastor/Principal/Supervisor Name

Title

Parish/School/Organization

I acknowledge I have reviewed the grant request with contact person named above and authorize the pursuit of the program/initiative as part of our organization's plans for the next fiscal year.

Signature: _____ Date: _____