



LAY CONTINUING EDUCATION & FORMATION ENDOWMENT GRANT

CHECK LIST FOR APPLYING FOR A GRANT

Welcome! May the Holy Spirit guide you as you apply for a Lay Grant either for your personal formation or for that of your organization.

To ensure that your application will be on time for consideration & review, please follow all the required steps before you submit it by the deadline, **March 31**. If you email it sooner than the deadline, that will allow for some lead time so that we can let you know if there are any issues with your application. It is advisable, therefore, not to wait until the last day of the submission deadline in case revisions are required.

1. Read the program history, purpose, eligibility criteria, and grant applications online at **portlanddiocese.org/lay-grants**.
2. Read through the application form and include all the materials that will inform us of the costs of your course or program.
3. Be sure to provide brief answers to all the questions on the application.
4. There are two different applications:
 - a) **The Individual application** is for tuition/degree programs **or** for continuing education programs/events.
 - b) **The Organization application** is for parishes, diocesan schools, diocesan offices, or other affiliated organizations in the diocese.
5. Review the information with your pastor/principal/supervisor and sign the appropriate **Acknowledgement & Signatures** form (at the end of the application).
6. Submit your application with accompanying materials to:
submitlaygrant@portlanddiocese.org
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.