

## LAY CONTINUING EDUCATION GRANT APPLICATION

### Tuition/Degree or Continuing Education Program

#### Lay Grant Requests for Fiscal Year: July 1, 2026-June 30, 2027

Before you fill out the application, please read & review the following:

- The **History and Purpose** of the Lay Grant Continuing Ed. Endowment Fund.
- The grant application **checklist**, so that your application submission will be complete.
- The **application questions** ahead of time before filling out the application.

I am requesting an application for one of the following, please check:

- Tuition/degree program**
- Continuing education program/event**

Once the boxes are completed, please attach this form & requested materials together and email them to: [submitlaygrant@portlanddiocese.org](mailto:submitlaygrant@portlanddiocese.org)

#### A. Applicant Information:

1. First & last name of applicant:

2. Mailing address:

3. City, state, zip:

4. Phone number:

5. Email address:

6. Parish, Catholic school, or diocesan office with which you are affiliated:

7. First & last name of your diocesan parish pastor, principal or supervisor:

**B. Grant Request Information:**

**1. Degree you are pursuing or name of certificate program:**

**2. Why are you pursuing this degree or certificate? Brief explanation**

**3. How will this degree or certificate help you serve more effectively in your ministry?**

**4. Name & location of educational institution:**

**5. Course dates; title; and description (in a few sentences):**

**6. Tuition cost (per credit hour or total program cost) OR cost of Cont. Ed. program/event**

**7. Please include with your application, at the end of this document or as attachments to your email:**

- Flyers, brochures, or printed information on your program.
- Where are you in the process of completing this degree/certificate? If you are in the process of completing the program, please include a document showing satisfactory completion of the last course in an ongoing program.

**C.Funding Request Information:** (Grant range amounts: \$200 - \$3500).

1. **Total tuition cost of course or program:**

2. **Contribution from parish, school or organization?**

3. **Contribution from applicant?**

4. **Requested grant amount? (\$250 minimum - \$3500 maximum)**

5. **Will you be able to take the course/program with partial funding?**

6. **Have you received a grant from the Lay Continuing Education & Formation Endowment Fund in the past? If so, which grant(s) have you received?**

**D.Acknowledgment & Signatures:**

**Review the information with your pastor/supervisor and request handwritten signatures & dates:**

**I acknowledge I have reviewed my grant request, and I have the support of my pastor/supervisor/principal in pursuing the requested funding.**

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**Applicant**

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**Date**

**I acknowledge I have reviewed the grant request of the above applicant and support the applicant's pursuit of education.**

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**Pastor/supervisor/principal**

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**Date**

**The decisions of the Grant Review Committee will be communicated by May 31, 2026**

**The Distribution of awarded grants will be from July 1, 2026-June 30, 2027**