

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

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.

Applicant

Date

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

Pastor/supervisor/principal

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**