

# CONGREGATIONAL LEARNING GRANTS FOR INDIVIDUALS

## Criteria for Congregational Learning Grants

1. Applications will be accepted from people of all age groups, both lay people and ministry personnel.
2. In making an application, it is expected that the individual and his/her employing unit will each contribute at least 1/3 of the total cost of the event or programme. When this is not possible, applications will only be considered if there is a recommendation from a person authorized to support the request.
3. In order to qualify, an application *must* be received by the Conference Office prior to the start of the event or programme. Applications will be reviewed monthly by the table officers of the Financial Support Unit or at a regular meeting of that Unit.
4. Applicants should discuss their plans with, and have the application signed by, a person showing congregational/institutional support for the application (e.g. Clerk of Session, Christian Development Committee, Ministry and Personnel Committee, Staff Committee, Minister).
5. Preference will be given to United Church sponsored or endorsed events or programmes.
6. The estimate of travel costs should be based on the most economical and practical form of transportation. Travel by car will be calculated at a rate of \$.36/km for both ministry personnel and lay applicants.
7. Applicants should not assume that requests will be granted automatically. Each application will be considered individually and measured against funding criteria, the availability of funds, and fair distribution of funds.
8. Extraordinary circumstances may be given consideration by the Committee, without prejudice and without setting a precedent.
9. Recipients of funds are expected to send to the Maritime Conference Financial Support Unit an evaluation of their experience. (Address below)
10. No grant will be less than \$50 or more than \$350. Individuals may receive up to \$350 per calendar year. *Please note: Books and resource materials do not qualify for funding.*

Please mail your application to: Maritime Conference Office, 32 York St., Sackville, NB E4L 4R4

### Personal Information

Name: _____	Date: _____
Mailing Address: _____ _____	
Phone/Email: _____	
Pastoral Charge: _____	
Lay _____	Ministry Personnel _____

### Course/Event Information

Name of Course/Event: _____	
Sponsor/Institution: _____	
Location: _____	Dates: _____
Description of Course/Event: _____ _____ _____	
Note: Please attach a copy of event brochure, course description, etc.	

## Financial Information

<u><b>EXPENSES</b></u>	<u><b>FUNDING PLAN</b></u>
Tuition _____	Pastoral Charge/ Institution Support _____
Room & Board _____	Personal Share _____
Travel (___ km @ 36¢/km) _____	Other (please specify) _____
Other (please specify) _____	Cong. Learning Request _____
Total Expenses _____	Total _____
Signature of Applicant _____	

## Personal Involvement Questions

What is your involvement in your Congregation, Presbytery, Conference?
How will this event support and/or strengthen your involvement in the United Church?
How do you hope that this event will be of help to you, personally, now and in the foreseeable future?

## Local or Institutional Support

<p><i>NOTE: This section to be completed by person authorized to show Pastoral Charge or institutional support for your application (e.g. Clerk of Session, CD Committee, M&amp;P Committee, Staff Committee, Minister)</i></p>	
<p>I have discussed this proposal with the applicant. Yes _____ No _____</p>	
<p>Name: _____</p>	
<p>Position: _____</p>	
<p>Signature: _____</p>	
<p>Date: _____</p>	
<p><i>Comments: Please note that comments are important, particularly with regard to special financial circumstances, and should be attached to this application form on a separate sheet.</i></p>	

## Financial Support Unit Approval

<p><i>NOTE: This section to be completed by Conference</i></p>	
<p>Amount Approved: _____ Approved By: _____</p>	
<p>Signature: _____ Date: _____</p>	