

GUIDELINES FOR CONTINUING EDUCATION GRANTS

The primary purpose for Continuing Education Grants is to encourage clergy, people employed by a parish or an agency of the diocese, and volunteer leaders in the Diocese of Pennsylvania to sharpen their skills and abilities for ministry.

1. The goals of the Continuing Education Grants are:

- a. To provide educational and training experiences for clergy and those leaders who are active, financially supporting communicant members of a parish as recommended by the priest in charge or, where there is not a priest, the warden.
- b. To train for new ministry in new settings and/or new directions within present work and environment.

2. Application procedures for all individual applicants:

- a. The grant application follows below.
- b. The application must be filled out completely, including full description of the course or program, with a supervisor's signature, if applicable. (Please include a copy of the program brochure.)
- c. Applications will be returned if not completed properly.
- c. For approval, applications must be submitted two weeks in advance of the Continuing Education meeting date. This deadline will be posted online:
<http://www.diopa.org/continuing-education>
- d. Grant application must be received and approved prior to the event for which funding is requested.
- e. Applications for amounts not exceeding five hundred dollars may be approved by the Continuing Education chairperson in consultation with the Bishop's office.
- f. Please note that grants do not cover the expenses of spouses, partners or family members.

3. Application procedures for members of a group all participating in the same event:

- a. When two or more people from the same organization plan to attend the same event, all the applications are due at the regularly scheduled Continuing Education Committee meeting at least two months in advance of the event so that the committee knows the total number of applicants and can steward available resources adequately.
- b. Each applicant will receive the same grant amount, as determined by the committee.
- c. Applicants who apply after the deadline outlined in (a) above may not be funded.

4. Non-clergy applicants must also have their applications approved and signed by the priest in charge of their congregations or by the diocesan bishop. The application must include:

- a. Affirmation that the applicant has been an active, pledging member of the congregation for at least six months;
- b. A statement describing specifically in what way this training would help to build up the Body of Christ;
- c. A statement describing how the priest in charge or bishop will draw on the leadership of the applicant in the ministry of the congregation or diocese.

5. The following factors are taken into consideration before any application is approved:

- a. That travel funding be limited, especially when a similar workshop or experience is available closer to the Diocese;

- b. That travel funding not exceed the cost of the conference itself, except under special circumstances;
 - c. That the application reflect the financial commitment of the applicant and congregation, vestry, or church agency employing the applicant. The normal expectation is that the applicant will pay one third the costs, the congregation or agency one third, and that the Continuing Education Grant provide the final third. If contributions from the applicant would be a hardship, please provide an explanation.
 - d. The number of grants that have been requested and/or awarded previously and the amounts of those grants.
 - e. A Continuing Education Grant is not able to fund degree programs, certificate programs or programs leading to ordination. For those, please consult Aid to Theological Students, Church Training and Deaconess House or The Episcopal Church Club of Philadelphia, and ask for their guidelines and application deadlines.
6. If the applicant is approved and receives a grant payable to the applicant, receipts must be submitted within 30 days, sent to the diocese in care of the Assistant to the Canon for Transition Ministry.
7. Continuing Education Grants may not be used to fund mission trips, pilgrimages, or organizational gatherings.
- 8 In each grant cycle, priority will be given in this order:
- a. Persons who have never applied before
 - b. Persons who have rarely applied
 - c. Persons who have applied frequently
9. The Continuing Education Grants have traditionally underwritten the cost of CREDO, EFM and the Annual Clergy Conference. Please contact the Assistant to the Canon for Transition Ministry for details.

PLEASE NOTE: Applications for more than \$500.00 received after the deadline for the Continuing Education Committee meeting will not be considered for funding.

Guidelines updated June 2015