

DIOCESE OF OHIO

**INFORMATION and APPLICATION, CONTINUING EDUCATION GRANT  
(LAITY)**

**General**

**Information:** The Congregational Development Commission offers continuing education grants to lay members of the diocese who are active in the life of a local congregation, for the purpose of **developing skills for ministry within their congregation and for mission to the world.** (Ordained ministers have access to continuing education through other diocesan programs.)

Since resources are limited, these grants are awarded on a first-come, first-serve basis, are contingent on the availability of funds, and are subject to the specific guidelines listed below.

- Limitations:**
- Grants are not normally awarded for events whose central purpose is personal spiritual growth.
  - Grants are not intended to cover the full cost of a program, nor the personal expenses of an applicant (such as food and lodging).
  - Grants are not intended to cover the cost of equipment purchases.
  - Grants are more likely to be awarded when the applicant also has the financial support of his/her congregation.
  - Grants are not normally awarded to multiple applicants from the same congregation for the same event.
  - Grants are not normally made to support programs lasting longer than one year.
  - No individual will be awarded grants totaling over \$750.00 in any three-year period.
  - Grants are not normally awarded for programs conducted by one's own parish clergy.

**Deadlines:** Applications for grants are reviewed monthly, and applications must be received at Church House no later than 30 days prior to the event for which support is being sought.

**Applications:** A form is attached. ***Retain this page, and the form for the required evaluation*** and mail the completed application to:  
Congregational Development Office  
Episcopal Diocese of Ohio  
2230 Euclid Avenue  
Cleveland, OH 44115-2499

**Evaluation:** **A written evaluation is expected to be sent to Congregational Development Commission within two weeks of the completion of the event for which a grant has been made.** (A form for this purpose is included.)

DIOCESE OF OHIO

**APPLICATION FOR CONTINUING EDUCATION GRANT**  
**(Laity)**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

City & ZIPcode: \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Parish Name: \_\_\_\_\_ Location: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Location of Program: \_\_\_\_\_ Date(s): \_\_\_\_\_

Name of Program Presenter/Coordinator: \_\_\_\_\_

*Please include a copy of the program announcement, prospectus, or other description*

**PROGRAM COSTS**

**SOURCES OF INCOME**

Tuition/fees: \_\_\_\_\_

Self: \_\_\_\_\_

Travel: \_\_\_\_\_

Congregation: \_\_\_\_\_

Room/Board: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Sub-Total: \_\_\_\_\_

**Total:** \_\_\_\_\_

Grant Request:

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On a separate sheet of paper, please answer the following two questions:

(1) Why did you choose this program?

(2) What ministry or mission objectives do you anticipate this program will help you achieve and why?

*For CDC Use only:*

Received on \_\_\_\_\_ Considered on: \_\_\_\_\_ Action: \_\_\_\_\_

Evaluation received: \_\_\_\_\_ Reviewed on: \_\_\_\_\_

DIOCESE OF OHIO

**EVALUATION OF CONTINUING EDUCATION GRANT  
(Laity)**

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*To be mailed to the Congregational Development Commission  
not later than 30 days following the conclusion of the event.*

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Applicant: \_\_\_\_\_ Program Date(s): \_\_\_\_\_

Title/Description of Program: \_\_\_\_\_

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This program:  exceeded my expectations  met my expectations  
 did not come up to my expectations  was a waste of time

The single most valuable idea or skill I learned was:

The greatest impact on my ministry will come from:

This program will enable me to pass on to others:

I wish I had been able to:

In following up on this program, I expect to:

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