

Continuing Education Grants for Clergy and Laity Guidelines

The Continuing Education Committee of the Diocese of Maryland provides grants to be used to further education for the Christian ministry of the laity and clergy of the Diocese. Your grant request should reflect a carefully considered program that provides the kind of continuing education that will enhance your own participation in ongoing ministry as well as strengthen the ministries of the congregation you serve and the Diocese as a whole.

The Committee gives careful consideration to all requests and awards grants as fairly as possible within the limits of its resources. It is suggested that in arranging for funding for a continuing education event that you first consider your own personal contributions and then approach your vestry or advisory board for assistance. If a need still exists, the Committee will be glad to receive your request.

You are encouraged to plan your participation in continuing education events as far in advance as possible. The Continuing Education Committee meets quarterly on the first Monday of the month in February, May, September and December. Grant requests must be received by the last weekday of the month preceding those quarterly meetings (no later than January 31st, April 30th, August 31st, or November 30th). Please make sure that your request is received in time to be considered at the quarterly meeting that precedes the registration deadline of the event in which you plan to participate.

The following guidelines provide the framework within the Committee makes grants. If you have any questions about making a grant request, please contact Natalie Conway as below:

The Episcopal Diocese of Maryland
4 East University Parkway
Baltimore, Maryland 21218-2437
410-467-1399
1-800-443-1399
410-554-6387 (fax)
nconway@ang-md.org

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Guidelines for Awarding Education Grants

- All requests for Continuing Education Grants must be made on the Grant Request form.
- The deadline for the receipt of grant requests is the last weekday of the month preceding that in which the Continuing Education Committee holds its quarterly meeting. Please submit your request no later than January 31st, April 30th, August 31st, or November 30th.
- Grant requests must be received in advance of the continuing education event you wish to attend. Please plan accordingly and submit your request to the Committee for consideration at its quarterly meeting preceding the date of the event.
- Late grant requests will be considered under the following extraordinary circumstances only: if the applicant did not learn of the event until after the grant request deadline or if the next Continuing Education Committee meeting would occur too late for application to the program.
- Retroactive grants, to cover events or courses already completed, will be considered by the Committee only at its final meeting of the year, in December, and only if funds are still available after current grant requests have been reviewed.
- The maximum grant amount is \$500. Grants shall not exceed 50% of the cost of the tuition, room and board of an event.
- Grants are made to cover the costs of tuition, room and board only. No grants are available to cover transportation costs, although the Committee requests this information to assist in its deliberations.
- All applicants must be Episcopalian. Members of the clergy must either be canonically resident in the Diocese of Maryland or employed by a congregation within the Diocese. Laity must be members of a congregation within the Diocese of Maryland.
- No more than one grant request from any individual can be considered in any twelve-month period.
- The applicant must have a sponsor to endorse the program or event. For members of the laity, applications must be signed by their Rector or Vicar; for parochial clergy, applications must be signed by their Senior Warden; for non-parochial clergy, applications must be signed by one of the Bishops or the Deployment Officer.
- Grants are generally not awarded for degree programs. The awarding of a grant for an ongoing education program should not be understood as a commitment to award additional grants for the same program.
- Grants are awarded to strengthen and enable ministries within the Diocese of Maryland, and the applicant is expected to be able to articulate how the intended program will enhance or transform his or her ministry.
- Grant funds will be sent directly to the organization sponsoring the continuing education event. Checks will be made out to the sponsoring organization only. If necessary, checks made out to the sponsoring organization can be mailed to the grant recipient to accompany the registration form and other fees, but this request must be noted on the grant request form (please use the line noting the date by which funds are needed).
- A program evaluation is required of all grant recipients, and future grants will not be awarded unless evaluations are completed and returned.