**Continuing Education (CE) Grant Application Form**

**Pastor Church Resources | Christian Reformed Church in North America**

*Submit by April 1, August 1, or November 1 [[1]](#footnote-1)*

As part of the ministry of Pastor Church Resources (PCR), Continuing Education (CE) grants are available for pastors and paid church staff that are actively involved in direct ministry with a CRC congregation for at least 20 hours a week. This form may be accessed in electronic form at [www.crcna.org/pcr](http://www.crcna.org/pcr). Please use additional space as needed. All details regarding the grant can be found in the *guidelines* at the end of this application form. Please read the guidelines *before* completing the application form.

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***I. APPLICATION***

**Name**:

**Position at church**:

**Church name**:

**Church mailing address**:

**Employed by church for at least 20 hours of ministry work per week** (none of which are volunteer): (required to receive grant) Yes No

**Amount requested**: CAN US

(the maximum grant is $750.)

**Continuing education opportunity to be pursued**:

(name of conference/training/type of coaching)

**Website**:

(or include an e-brochure)

**Location of event**:

**Date of event [[2]](#footnote-2)**:

**Instructor/coach**:

**Description and focus of this learning event**:

**How will the opportunity benefit you**?

**How will the opportunity benefit the congregation**?

**Have you read the grant guidelines**? (Are below application.) Yes No

(required to receive a grant)

**Have you requested financial help from your church for this educational experience**? Yes No

If not, explain:

**Is your church contributing for this educational experience? If so, how much**? [[3]](#footnote-3)

**Anticipated Expenses**:

* Registration fee:
* Travel:
* Lodging/meals:
* Pulpit supply:
* Misc.:
* *Total:*

**Date on which council approved this grant request**:

***II. GUIDELINES***

Ordinarily, the following are the guidelines the CE Grant Committee will use when reviewing grant applications. This will enable the committee to be consistent in their decision-making and will greatly assist applicants in having a clear sense of the guidelines and what is and is not fundable.

**Who may submit an application?**

All CRC pastors and paid church staff that are actively involved in direct ministry with a CRC congregation for at least 20 hours a week may submit an application.

**May I request a grant for a multi-year learning opportunity?**

No. Grants are for one-time (e.g., conference) or one-year educational opportunities (e.g., class at seminary or coaching). If it is a two-year opportunity, you need to submit another application for the second year. (One app per opp per annum.)

**How often may I receive a grant?**

You may receive two grants within a five-year period. The five-year period begins on the date when the first grant is awarded. (For example: If the first grant is awarded in April 2018, *and* you receive a second grant after that, you may apply for another “first-time grant” any time after April 2023.

**When are applications due?**

* Applications are due by April 1, or August 1, or November 1.
* We recommend you submit your application several weeks in advance of the deadline in order to allow time for any possible clarifications.

**What do I have to do to apply?**

* Fill in the application form above.
* Have it approved by your council and include the approval date.
* Email the completed application (in a Word document, please) to [nrauhbieri@crcna.org](mailto:nrauhbieri@crcna.org).

**Does the CE opportunity have to take place after the application deadline?**

Ordinarily, requests are made before attending the CE event. However, you may apply for funding for an event that took place a maximum of three months prior to the grant application due date.

**Are there any special considerations when awarding grants?**

* Priority will be given to pastors or ministry staff from congregations who are unable to support continuing education to its full extent.
* Requests coming from geographically isolated pastors or ministry staff will be given priority.

**How much can I request?**

The maximum grant request is $750 (in Canadian or US funds)—ordinarily based on your home address. The grant check will be made out and mailed to your church. You will need to work with your church treasurer to pay your continuing education expenses.

**What expenses will be covered?**

* Registration/course fees
* Spiritual direction (with a certified spiritual director)
* Coaching
* Meals[[4]](#footnote-4)
* Lodging (at reasonably priced hotels)
* Pulpit supply (while at the CE event)
* Books (for courses)
* Travel[[5]](#footnote-5) (within the US and Canada)

**What expenses will not be covered?**

* Overseas educational opportunities
* Mission trips
* Travel (flights, etc.) outside of the US and Canada
* Self-guided learning/trips
* Multi-year programs[[6]](#footnote-6)
* Coursework leading toward a Master of Divinity degree (which is ordinarily funded by classis[[7]](#footnote-7))
* Personal reading/reflection time[[8]](#footnote-8)
* Books (for personal reading or from a conference book table)
* Software/training materials/DVDs (possible exceptions include BibleLogos for a course, etc.)

**May I request funds from both the Continuing Education (CE) and Peer Learning (PL) grant programs for the same learning opportunity?**

Yes. The CE request will be specifically for the CE opportunity. The request from the Peer Learning grant program will be for the formation of a year-long peer learning group. Part of the year-long experience will be a CE opportunity. It is for *that* piece (the CE opportunity) of the group experience that you may receive both CE and PL funds.

**When will I know if I received a grant?**

You will be notified of the decision within a month after the application deadline (in other words, by May 1, September 1, or December 1).

**What do I do once the grant has been awarded?**

* Sign, and get your clerk of council to sign, the contract that you will receive by email from PCR.
* Once you return the signed contract to PCR ([nrauhbieri@crcna.org](mailto:nrauhbieri@crcna.org)), and any required conditions to the grant are met, a check will be mailed to your church for the entire grant amount. You will need to work with your church treasurer to pay your continuing education expenses. PCR does not require any financial reporting or receipts for the grant funds.
* After you have attended the CE event, you will need to complete a brief questionnaire and send it to [nrauhbieri@crcna.org](mailto:nrauhbieri@crcna.org). Your eligibility for future grants depend on submitting the completed questionnaire.

1. Receipt of application will be acknowledged by email. If you don’t receive an email within 48 hours of sending us the application, please call our office at 1-877-279-9994 x 2805 (toll free). [↑](#footnote-ref-1)
2. Ordinarily, grant requests must be approved prior to attending a CE event. However, events attended within the three months prior to proposal submission will be accepted as long as a receipt(s) for the event itself is available. [↑](#footnote-ref-2)
3. Your church’s ability to contribute to your continuing education has no bearing on your application; however, it is required that your church council approve the opportunity and the church consider contributing to your continuing education. [↑](#footnote-ref-3)
4. Meals eaten during travel to and from the CE event, and while at the event, will be covered. Alcohol is not covered. Snacks are a personal expense. [↑](#footnote-ref-4)
5. Attending a regional (within reasonable driving distance) continuing education opportunity is encouraged. Ordinarily, attendance at such events will be given funding priority over other events/opportunities. Carpooling is encouraged, if possible. Grant funds will not cover travel outside of Canada or the U.S. [↑](#footnote-ref-5)
6. Multi-year programs require an application to be completed for each year of the program. Keep in mind that you may receive two grants within a five-year period. The five-year period begins on the date when the first grant is awarded. [↑](#footnote-ref-6)
7. If your request to classis is denied, PCR may consider an application. Note: coursework for a Th.M., D.Min., or Ph.D. is eligible. [↑](#footnote-ref-7)
8. There needs to be formal structure (rather than self-guided learning) within an educational setting. [↑](#footnote-ref-8)