**Continuing Education Grant Application Form**

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

**(Submit by April 1, August 1, or November 1) \***

As part of the ministry of the 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. All of the 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.

Name:

Position at church:

Email address:

Church name:

Church mailing address:

Employed by the church for at least 20 hours of ministry work per week (none of which are volunteer hours): yes no

(required to receive grant)

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 a brochure)

Instructor/coach:

Location of event:

Date of event:\*\*

Focus of this learning event:

Give a brief description of the opportunity:

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:

How much is your church contributing to you for this educational experience?

Anticipated Expenses

Registration fee:

Travel:

Lodging/meals:

Pulpit supply:

Misc.:

**Total:**

Date on which council approved this grant request:

\* Receipt of application will be acknowledged with an email from our office. If you don’t receive an email within 24 hours of sending us the application, please call our office.

\*\*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.

PCR will notify applicants by the first of the month following the deadline for which the proposal was submitted concerning grants awarded. A check will be sent to the applicant’s church for the total grant amount once the signed contract is returned to PCR and any conditions to the awarding of the grant are met (if required).

*Please use additional space or pages as needed.*

*This form may be accessed in electronic form @* [www.crcna.org/pcr](http://www.crcna.org/pcr)

*When completed send to:*

Lis Van Harten - PCR Co-director

[*lvanharten*@crcna.org](mailto:lvanharten@crcna.org)

***We work with electronic documents. Please send us your proposal as a Word document - not a PDF.***

**\* Receipt of proposal will be acknowledged with an email. If you don’t receive**

**acknowledgement within 48 hours, please call our office. (1-877-279-9994   X2805 – toll free)**

***Pastor Church Resources will send notice to applicants by May 1, September 1, or December 1 concerning grants awarded.***

**Guidelines for Pastor Church Resources (PCR) Continuing Education (CE) Grants**

Ordinarily, the following are the guidelines the PCR 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 isn’t, 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/coaching). If it’s a two year opportunity, another application needs to be submitted for the second year.

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

Applicants 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 a 2nd grant was received after that), the applicant may apply for another “1st time grant” any time after April 2023.

**When are applications due?**

* Applications are due by April 1, or August 1 or November 1.
* It’s recommended that you submit your application several weeks in advance of the deadline in order to allow time for any possible adjustments/edits.
* Please send the application in a Word document.

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

* Fill in the application form.
* Have it approved by your council.
* Include either a website address on the application, or submit a brochure, for the learning opportunity.
* Email the completed application (in a Word document) to [lvanharten@crcna.org](mailto:lvanharten@crcna.org) by the due date: April 1, or August 1 or November 1. It’s recommended that you submit your application several weeks in advance of the due date in order to allow time for any possible adjustments/edits.

**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?**

* Funds are distributed based on financial need. Priority will be given to pastors/ministry staff from congregations who are unable to support continuing education to its full extent.
* Requests coming from geographically isolated pastors/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’ll need to work with your church treasurer to pay your continuing education expenses.

**What expenses will be covered?**

* registration/course fees
* meals[[1]](#footnote-1)
* lodging – at reasonably priced hotels
* pulpit supply – while at the CE event
* books – for courses, not books on a conference book table
* coaching
* spiritual direction with a certified spiritual director
* travel[[2]](#footnote-2) – 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[[3]](#footnote-3)
* course work leading toward a Master of Divinity degree—which is ordinarily funded by classis[[4]](#footnote-4)
* personal reading/reflection time[[5]](#footnote-5)
* books[[6]](#footnote-6)/software/training materials/DVDs

**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’ll be notified within a month of the application deadline.

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

* Sign, and get your clerk of council to sign, the contract that you’ll receive in an email from PCR.
* When the contract is returned to PCR ([lvanharten@crcna.org](mailto:lvanharten@crcna.org)), a check will be mailed to your church for the entire grant amount. You’ll need to work with your church treasurer to pay your continuing education expenses. PCR doesn’t require any financial reporting or receipts for the grant funds.
* After you’ve attended the CE event, you’ll need to complete a brief questionnaire and send it to [lvanharten@crcna.org](mailto:lvanharten@crcna.org) . Eligibility for future grants depend on submitting the completed questionnaire.

1. Meals eaten during travel to and from CE event, and while at event, will be covered. Alcohol is not covered. Snacks are a personal expense. [↑](#footnote-ref-1)
2. 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-2)
3. Multi-year programs require an application to be completed for each year of the program. Keep in mind that applicants 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-3)
4. If a request to your classis is denied, PCR may consider an application. [↑](#footnote-ref-4)
5. There needs to be formal structure (rather than self-guided learning) within an educational setting [↑](#footnote-ref-5)
6. Books for courses are covered. Books for personal reading/from a conference book table aren’t covered. [↑](#footnote-ref-6)