

**CONTINUING EDUCATION FUND FOR LAY PEOPLE AND MINISTRY PERSONNEL -**  
Form SK001 Revised April 2010

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

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Pastoral Charge: \_\_\_\_\_  Lay  Ministry Personnel

I agree that the contact information provided in this form will be used only for the work of Saskatchewan Conference of The United Church of Canada and may not be sold to or shared with any organization or individual outside of the church.

\_\_\_\_\_  
(Signature of Applicant)

Name of Course/Event: \_\_\_\_\_

Sponsor/Institution: \_\_\_\_\_

Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Description of Course/Event: \_\_\_\_\_

**NOTE: Please attach a copy of event brochure, course description, etc. Funding is not provided for courses taken for credit toward degrees, diplomas or designations.**

**FINANCIAL INFORMATION**

**Estimated Expenses**

**Funding Plan**

Tuition: \_\_\_\_\_

Pastoral Charge or other support: \_\_\_\_\_

Room & Board: \_\_\_\_\_

Personal Share: \_\_\_\_\_

Mileage/air fare  
(\_\_\_\_ km x \$0.23/km): \_\_\_\_\_

Total Request from  
Continuing Education Fund: \_\_\_\_\_

Total Expenses: \_\_\_\_\_

(Ministry Personnel: up to 1/3 of total expenses to a maximum of \$300; Lay People: the remainder to a maximum of \$500)

Signature of applicant: \_\_\_\_\_

**LOCAL/INSTITUTIONAL CONSULTATION**

**NOTE: This section to be completed by person (who is not a family member) authorized to show Pastoral Charge or institutional support for your application (e.g. Clerk of Session, CE Committee, M&P Committee, Staff Committee, Minister). Please consult with one of these people.**

**I have discussed this proposal with the applicant.**

Yes

No

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Comments: Please note that comments are important, particularly with regard to special financial circumstances, and should be attached to this application form on a separate sheet.**

**CONFERENCE APPROVAL (FOR CONTINUING EDUCATION COMMITTEE USE ONLY)**

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Amount Approved: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by (name): \_\_\_\_\_

## SASKATCHEWAN CONFERENCE

### CRITERIA FOR CONTINUING EDUCATION FUND 2010 (FOR LAY PEOPLE AND MINISTRY PERSONNEL)

**The application for funding must be received before the event occurs.** Applications are reviewed every four months: April 30, August 31, December 31. (e.g. If your event occurs in June, we must receive your application before the event begins, and if funding is approved, it will be received after August 31 as June falls within the four month period between April 30 and Aug. 31.) Please use a separate form for each application.

1. The aim of this fund is to assist the applicant in accordance with the following specific guidelines. It is anticipated that the applicant and her/his congregation/ institution will participate in the cost of each life long learning application for funds.
2. Applicants need to discuss their plans with, and have the application signed by a person showing congregational/institutional support for the application (e.g. Clerk of Session, Continuing Education Committee, M&P Committee, Staff Committee, Minister) Applications must not be signed by a family member.
3. Only events that you attend in 2010 are eligible for funding. United Church sponsored and/or endorsed events are recommended where possible. **A copy of the event brochure must be attached.**
4. **Please use the application form on the reverse of this page. Please submit receipts for actual costs for airfare, accommodation and tuition after the event.**
5. The estimate of travel costs should be based on the most economical and practical form of transportation. Car travel will be paid at the rate for the Conference

#### **MILEAGE WILL BE PAID AT \$.23/KM. in 2010**

6. Each application will be considered individually and measured against funding criteria.
7. The cost of care of dependents (if this meant you would not otherwise be able to attend the event) is a legitimate cost and may be inserted between the lines of the Financial Information, and attach an explanation. Please submit a receipt for actual costs following the event.
8. **Attendance at off shore/off continent events will not be funded.**
9. The amount granted to each individual will depend on the number of applications. The formula for funding each application is: for ministry personnel: 1/3 of the total cost to a **maximum of \$300.00** per individual per year; for lay people: 1/3 of the cost to be paid by the pastoral charge, 1/3 by the individual and the remainder to be paid by the fund, to a **maximum of \$500** per individual per year. We encourage you to seek funding from other sources including your Pastoral Charge and Presbytery. NOTE for lay applicants only: If you believe your circumstances warrant additional funding please attach an explanation.
10. For those who apply for a grant from the Continuing Education Fund for an event which you are unable to attend for any reason, please inform the Conference Office to withdraw your application (or return the money to the Conference Office if you receive payment).
11. Funding is not provided for courses taken for credit toward theological degrees, diplomas or designations.
12. The application must be completed, with pastoral charge/institution signatures at the bottom. Application forms are also available online at [www.sk.united-church.ca](http://www.sk.united-church.ca) and must then be sent to the Saskatchewan Conference Office, accompanied by event brochure.

**Continuing Education Fund  
Saskatchewan Conference  
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REGINA, Saskatchewan  
S4N 6E1  
Fax: 721-3171 Email: [ucskco@sasktel.net](mailto:ucskco@sasktel.net)**