



# The Episcopal Church in Wyoming

## Diocese-wide Event Grant Request Form

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

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Sponsoring Entity: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Relationship to Sponsoring Entity: \_\_\_\_\_

Principle persons involved in planning are: \_\_\_\_\_

[ ] Yes, I have checked the Diocesan calendar to see if an event like this is being planned, or already scheduled.

Description of the Event (include names and descriptions of the credentials of the primary presenters or resource persons, the 'target' population at which the event is aimed (if any), and a general outline of the activities planned, including a rough schedule).

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Rationale for the Event (include how the need for this event was identified, a description of the need, how this event will meet the identified need, and how it will enhance, develop or extend baptismal ministry in the diocese).

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<b>OFFICE USE</b> - Revised 10/17/2017	
____/____/____ Date Rec'd	\$_____.____ Amt. Requested
____/____/____ Date Granted	\$_____.____ Amt. Granted
Check Number # _____	

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Evaluation Process: How will the effectiveness and value of this event be determined? Outline the proposed process for this aspect of the event, and give the names of at least two persons that will be charged with this responsibility.

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Budget for the Event: Either attach or list below the proposed budget. Include such items as honorarium (s) and travel expenses for the presenters, housing and food costs of the participants, publicity and promotional costs, administrative costs, and all sources of income. One source listed should be the amount requested from the COM.

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Submit all requests to: The Episcopal Church of Wyoming, 123 S. Durbin St., Casper, WY, 82601 or email to: Jessica Reynolds at: [jessica@episcopalwy.org](mailto:jessica@episcopalwy.org)  
Grants received three days prior to monthly meetings will be considered by the COM when they meet.

See "**COM Guidelines for the Awarding of Continuing Education Grants**" for limitations and details.

