



THE
EPISCOPAL DIOCESE
OF *Wyoming*

The Episcopal Diocese of Wyoming Commission on Ministry Continuing Education Grants - Guidelines

Granting Details

1. Any Wyoming Episcopalian may apply for Continuing Education grants.
2. Consideration is given to the benefits of the course for the ministry of the applicant, the congregation, and the diocese.
3. The churches and people of the diocese will have a wide variety of educational needs. In the spirit of enhancing ministry, all grant requests will be considered with the necessary background information and completed application.
4. Grants may be requested prior to the continuing education event or as reimbursement after a tuition fee has already been paid. (See the grant application form for documentation requirements.)

Warning: Reimbursement cannot be guaranteed in cases where a grant request is denied.

5. COM grant funds cannot be used for diocesan sponsored programs or to supplement programs already funded through the diocesan budget.
6. Diocesan staff are not eligible for continuing education grants through the Commission on Ministry.
7. If grant requests exceed the annual granting pool and reserves, the COM will suspend granting until the next diocesan budget cycle.

Grant Types Available

- **Individual Grants**
 - Individual grants are intended for a single program attended within the same year (calendar or academic). Programming which involves multiple year participation requires separate applications and approval for each year, allowing both the applicant and the COM the opportunity to revisit and re-evaluate the program.
 - A person may receive multiple continuing education grants in the same calendar year, not to exceed the grant amount parameters for any given year.
 - Grant Amount Parameters
 - Individual Grants may be awarded for up to \$2500.00 per program year.
 - Grants involving long-distance travel or special circumstances may be eligible for up to an additional \$1500.00.

- **EfM Grants**
 - EfM Grants are to be used for funding Education for Ministry tuition and books in a given year and may be used for an in-person group or an online group.
 - There are no attachments, team evaluation, or vestry letter required for EfM grants. Instead, have your EfM Mentor and Clergyperson sign the bottom of your request form.
 - A new application must be submitted for each year an individual registers for EfM.
 - Grant Amount Parameters
 - EfM Grants may be awarded for up to 100% of tuition and books for an EfM year.
- **Congregational Education Grants**
 - Congregational grants are to be used for programming or educational opportunities planned and hosted by a particular congregation for that congregation.
 - Grant funds may be used for speaker/facilitator honorarium, materials, and event hospitality.
 - Grant Amount Parameters
 - Congregational Grants may be awarded for up to \$5000.00 each year.
- **Diocese-wide Event Grants**
 - Diocesan wide grants are to be used by a congregation that wishes to host a program or educational opportunity that will be available to all those in the diocese and hosted by that congregation.
 - Consultation with diocesan formation staff is recommended when planning a diocese-wide event.
 - Grant funds may be used for speaker/facilitator honoraria, materials, participant accommodations, promotional costs, and event hospitality.
 - Grant Amount Parameters
 - Diocese-wide Event Grants may be awarded for up to \$7500.00.

Application Process:

1. A congregation's payment of its assessments must be current for grant requests to be considered.
2. Complete the request form included with these guidelines. Be sure to indicate the type of grant you are requesting:
 - a. Individual Continuing Education Grant
 - b. Education for Ministry Grant
 - c. Congregational Education Grant
 - d. Diocese-wide Event Grant

3. When several people plan to attend the same program/course, each person must submit a separate Individual Grant Request
4. Attach required documents as outlined on the form.
5. Submit form and all corresponding attachments to the Diocesan office.
 - a. Mailing address: 123 S. Durbin St., Casper, WY 82601
 - b. Email address: COM@episcopalwy.org
6. Grants received three business days prior to the Commission on Ministry monthly meeting will be considered at that meeting. The COM currently meets on Tuesdays of the second week of each month.
7. Whether your request is approved or denied, you will receive an email notification of the decision within three business days of the COM vote.
8. Checks for approved requests will be issued by the Diocesan office within 15 days of the COM vote.



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Commission on Ministry
Continuing Education Grants – Request Form

Please Print or Type

Date: _____ Church: _____
Applicant: _____
Address: _____
E-mail: _____ Telephone: _____

Type of grant requested: (check one)

- Individual Continuing Education
- Education for Ministry
- Congregational Education
- Diocese-wide Event

Grant Request Description:

State the name, date(s), location, purpose, and length of the program/course. Include names and descriptions of the primary presenters including their credentials, and a general outline of the event including a rough schedule.

Grant Request Rationale: individual (for EfM grants) and congregational team evaluation Describe the hopes and expectations for the outcomes of this program/course/event. Outline the anticipated benefits.

Evaluation by a team from your congregation is required (not for EfM).

List of team members: (Minimum of three individuals)

- 1.
- 2.
- 3.
- 4.

Outline the process used for the team evaluation:

Required Attachments (not for EfM):

Letter of support and acknowledgement from Vestry or Bishop’s Committee, signed by at least 2/3 of all vestry members.

Program/course/event brochure and completed registration.

Paid Receipt (if you are requesting reimbursement)

	Expected Expenses: (attach more detailed budget when needed)	Grant Funds Requested: (the lesser of Total Expenses or \$4,000)
Fees and Tuition	\$	\$
Lodging	\$	\$
Meals	\$	\$
Materials/Books	\$	\$
Travel - Ground	\$	\$
Travel - Air	\$	\$
Other (Describe)	\$	\$
Total Expenses	\$	\$

Applicant’s Signature: _____

Education for Ministry Grant Requests only:

EfM Mentor Signature: _____

Clergy Signature: _____