

Form SK001

**THE UNITED CHURCH OF CANADA—SASKATCHEWAN CONFERENCE
CONTINUING EDUCATION FUND FOR LAY PEOPLE AND MINISTRY PERSONNEL**

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. Receipts must be submitted immediately following the event.

FINANCIAL INFORMATION

Estimated Expenses

Funding Plan

Tuition: _____

Pastoral Charge or other support: _____

Room & Board: _____

Personal Share: _____

Mileage/air fare
(_____ km x \$0.39/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, 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)

Amount Approved: _____ Signature: _____

Date: _____ Approved by (name): _____

SASKATCHEWAN CONFERENCE

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

The application for funding must be received before the event occurs. Applications are reviewed every three months: March 31, June 30, September 30, December 31. (e.g. If your event occurs in July, we must receive your application before the event begins, and if funding is approved, it will be received after September 30 as July falls within the three month period between June 30 and September 30.) 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, Minister) Applications must not be signed by a family member.
3. Only events that you attend in 2018 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, meals, tuition & any other costs you are claiming 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 THE CURRENT CONFERENCE MILEAGE RATE: \$.39/KM. in 2018.

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. **Only attendance at events in Canada and the USA will 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 and must then be sent to the Saskatchewan Conference Office, accompanied by event brochure, with all receipts to be submitted after the event.

**Continuing Education Fund
Saskatchewan Conference
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REGINA, Saskatchewan
S4N 6E1
Fax: 721-3171 Email: ucskco@skconf.ca**