

**Episcopal Diocese of Pittsburgh
Continuing Education Committee**

Continuing Education Grant Application B Cover page

Name _____ date of application _____

Address _____ home phone _____

_____ work phone _____

Parish or agency _____ email _____

Program identification

General topic of program _____

Title of program _____

Date(s) of program _____

Location of program _____

Sponsor of program _____

Directions:

1. Complete this cover page, provide an attachment answering the program narrative questions (following page), and attach a copy of a brochure or other published information about program.
2. Complete the preliminary portion of the Financial Application.
3. Submit complete applications in advance (usually 60 days) to Continuing Education Committee, Dr. Diane L. Duntley, chair, 204 Greenview Court, Indiana, PA 15701.
4. After approval by the committee, an advance will be authorized to cover one-third of the documented hard costs of program cost (tuition or registration), public transportation or mileage, and lodging (rate plus taxes).
5. Within thirty days of completion of the program, both a Program report and the financial report must be submitted. All projected costs and additional costs such as food, books and supplies, and other direct expenses must be documented (copies of receipts, usually) and will be considered when the required Financial and Program report forms are documented. A supplemental check will then be authorized from the diocese.
6. A copy of the financial report form and documentation should also be submitted to the vestry or other funding source. Keep a copy for personal tax records if you claim professional expense deductions.

Continuing Education Grant Application -- Narrative

Attach statement that answers the following questions:

1. Provide a brief description of the program including sponsoring agency and key presenters, as applicable. A copy of the program announcement would be helpful.
2. What are your goals in participating in this program? How did you set these goals? How did you select this particular program? What other alternatives did you consider?
3. What is the specific relationship of this program to your ministry in terms of professional development or personal development?
4. How do you anticipate using the content of this program in your present or future ministry? How could you contribute to the diocese?
5. What other continuing education have you completed in the past three years?
6. Have you developed an on-going plan for continuing education or personal / professional development? How does this fit into your plan?
7. Describe the involvement of the parish vestry or other agency, including arrangements for leave of absence and professional coverage.

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Financial Application and Report Form name _____

Item	projected cost	Actual cost	receipt attached
Program cost (tuition, registration)	\$	\$	yes / no
Transportation (specify)	\$	\$	yes / no
Lodging	\$	\$	yes / no
Food (included in registration?)	\$	\$	yes / no
Books and supplies	\$	\$	yes / no
Other direct expenses (specify)	\$	\$	yes / no
TOTAL	\$	\$	

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Funding sources

Personal	\$	\$
Parish or agency	\$	\$
Diocese / Continuing Education	\$	\$
Other (specify)	\$	\$
TOTAL	\$	\$

**Episcopal Diocese of Pittsburgh
Continuing Education Committee**

Continuing Education Grant Report – cover page

name _____ date of report _____

parish or agency _____

Program identification

Title of program _____

Date(s) of program _____

Location of program _____

Sponsor of program _____

Directions:

Within 30 days of completing the program, please submit the following to the office of the Canon Administrator:

- narrative report (outline below), which will be forwarded to Canon Mary Hayes, and
- financial report (form follows) – complete the “actual costs” section to which you must attach proof of payments (copies of receipts) to cover the amount of grant.

Please submit to the Continuing Education Committee (Diane Duntley, chair) a copy of the narrative report and the financial report (NO receipts needed).

Narrative report format:

1. Provide a brief summary of the program content and structure.
2. Set this in the context of your goals. Was it part of a larger program? Is it part of a degree program? Which specific personal goals did this program meet?
3. What implementation will come out of this program? Are there way(s) you will use this in your parish or in the diocese?
4. Comment on the quality of the program, considering questions such as
 - * What kind of learning experience was it? What mixture of approaches/
 - * Program pace (rate)? Did it use staff and learner time appropriately?
 - * Did it provide for effective and efficient learning/developing?
5. For what purposes and to whom would you recommend this program? Are there potential audiences especially suited for this? Would you be willing to be contacted by potential participants in the future?
6. Any other comments?

