

**Episcopal Diocese of Pittsburgh  
Continuing Education Committee**

**Continuing Education Grant Application – Cover page**

Name \_\_\_\_\_ date of application \_\_\_\_\_

Address \_\_\_\_\_ home phone \_\_\_\_\_

\_\_\_\_\_ work  
phone \_\_\_\_\_

Parish or agency \_\_\_\_\_

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, 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 to Canon Mary Maggard Hays, 535 Smithfield Street, Suite 900, Pittsburgh PA 15222-2305.
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.