

THE UNITED CHURCH OF CANADA
Living Skies Regional Council
Continuing Education Fund For Lay People And Ministry Personnel

Name: _____ Date: _____

Mailing Address: _____

Postal Code: _____ Telephone: _____ Email: _____

Community of Faith: _____ ☐ Lay ☐ Ministry Personnel

☐ I agree that the contact information provided in this form will be used only for the work of Living Skies Regional Council 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: _____ Community of Faith
or other support: _____

Room & Board: _____ Personal Share: _____

Mileage/air fare
(_____ km x \$0.40/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 Community of Faith 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.

REGION APPROVAL

Amount Approved: _____ Signature: _____

Date: _____ Approved by (name): _____

LIVING SKIES REGIONAL COUNCIL
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 their community of faith / institution will participate in the cost of each continuing education application for funds.
2. Applicants need to discuss their plans with, and have the application signed by a person showing community of faith / 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 2023 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. After the completion of the event, submit actual costs for airfare, accommodation, meals, tuition & any other costs you are claiming. Approved applications will not be paid until receipts are received.**
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 Region.

MILEAGE WILL BE PAID AT THE CURRENT REGION MILEAGE RATE: \$.40/KM. in 2023.

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 community of faith, 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 Community of Faith. 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 Regional Office to withdraw your application.
11. Funding is not provided for courses taken for credit toward theological degrees, diplomas or designations.
12. The application must be completed with community of faith / institution signatures at the bottom. Application forms are available online at www.livingskiesrc.ca and must be sent to the Living Skies Regional Council Office, **accompanied by the event brochure. After the completion of the event, all receipts must be submitted in order to be reimbursed the approved amount.**

Continuing Education Fund
Living Skies Regional Office
60A Athabasca St. E.
MOOSE JAW, Saskatchewan
S6H 0L2
Email: bdiebert@united-church.ca