



Educational Trusts Committee

Application for Grants for Clergy and Laity

The Educational Trusts Committee (ETC) manages multiple trusts which were given to support the ongoing education and formation of clergy and laity in the Anglican Diocese of British Columbia. These trusts are used in many ways, including offering grants to members of the Diocese to participate in relevant educational and formation offerings. To be eligible, clergy must be currently licensed in the Diocese of British Columbia or have a letter of Permission to Officiate from the bishop and laity must be members in good standing in a parish within the Diocese.

Applicants should complete the application form (page 3) and complete the application requirements (reverse side). Applications may be submitted in hardcopy or via a pdf. attachment by email.

Funding may be provided for course fees, travel, accommodation, meals, learning materials, and other specified expenses.

Applicants are encouraged to apply for funding before their coursework has commenced; applications for coursework that has already started will be considered on a case-by-case basis.

All applications should be sent by email to etb@bc.anglican.ca or by mail to:

The Educational Trusts Board
c/o Anglican Diocese of BC
900 Vancouver Street
Victoria, BC V8V 3V7

Application Requirements

Please provide the following information to assist the Educational Trusts Committee in its decision:

- A description of the course or conference including the name of the course, its length, dates, location and sponsoring organization. Your description should be supplemented by copies of the information the sponsoring organization has provided to you (brochures, etc.). Please provide any material accessed through websites as well as the website reference.
- A separate statement indicating your reasons for interest in the course or conference. Explain how this course or conference would contribute to your personal, spiritual, or professional development.
- A detailed budget (see page 4) showing the total costs of attendance, information on other sources of support, and the amount sought from the Mann Bursary.
- All recipients are expected to report back to the Board within six months of the completion of their funded project. In addition, we wish to ensure that fellow clergy and other members of the diocese can learn and benefit from the work we have helped to support. Please describe your plans for sharing the results of your project more widely, e.g. an article for the *Diocesan Post*, a web posting, a presentation to a clergy gathering, a workshop or other live presentation, etc.

Deadline dates for receipt of applications is the 15th of the month **prior** to the meeting date.

Please see below for dates:

<u>Deadline Date</u>	<u>Meeting Month</u>
January 15	February
April 15	May
May 15	June
August 15	September
October 15	November



Application Form for ETC Funds

Name: _____ Parish: _____

Address: _____

Primary Phone: _____ Email: _____

Clergy _____ Laity _____

SIN: _____

Name of short-course, workshop, seminar, or conference, and sponsoring institution:

Amount requested: \$ _____ CAD

Signature of Applicant: _____ Date: _____ / _____ / _____
day mon yr

(For Laity only) Signature of Rector: _____ Date: _____ / _____ / _____
day mon yr

ETC Chair Signature: _____ Date: _____ / _____ / _____
day mon yr

Please note that the signature of the chair indicates that she is aware of the application. It does not necessarily imply endorsement.

**Please attach all documents listed on “Application Requirements.”
Incomplete applications will not be considered.**

Budget Breakdown for ETC Funds

For funding requests that are estimates, such as books, travel or other expenses as specified below, ETB will approve a maximum reimbursement amount but actual reimbursements will be made based on receipts.

Budget Information:

Fees \$_____ CAD

Accommodation \$_____ CAD

Food \$_____ CAD

Books/Stationery \$_____ CAD

Travel \$_____ CAD

Other Expenses (specify - do not claim holiday expenses) \$_____ CAD

Total Expenses: \$_____ CAD

Have you applied for any other sources of funding for which you have not yet received confirmation of award? If so, please describe below:

Amount requested from Educational Trusts Committee: \$_____ CAD