Grants for Professional Development  
for Lay Ecclesial Ministers

Guidelines

Eligible Applicants: Lay ecclesial ministers in any department serving parishes in the Archdiocese of St. Paul and Minneapolis.

Eligible Programs: This grant is for assistance with the cost of **graduate level education**, **ministry certificates**, **or continuing professional education** designed to provide our ministers with strong theology and management skills needed to strengthen the parishes in which they serve.

This can take the form of classes (online or on-site), conference registration, or certain retreat experiences.

Amount of Grant: The Catholic Community Foundation of Minnesota (CCF) will award grants for related expenses **up to $1,000**.

Application Process: You apply for a grant toward the program of your choice. The grant check is made payable to your parish. The parish pays for the program directly to the provider along with whatever funds they may be contributing to the whole.

Decision Process: This is a competitive grant application. Decisions will be based on (1) our assessment of how well your proposal fits the guidelines and (2) competing opportunities outlined in all submitted proposals. (3) repeat funding is only allowed if funds are available.

Application Deadlines: Applications will be processed up to three times per year, as funds allow. The deadline for Summer classes and programs is **March 15th**. The deadline for Fall classes is **July 15th**. The deadline for Spring classes **November** **15th**. Notification of commitments will be made to teacher and principal within three weeks of applying.

You may enter your responses directly into this document.

Questions? Please call CCF Program Officer Meg Payne Nelson at (651) 389-0882.

Application Form

1. **Contact Information** 
   1. Your Name:
   2. Type of Minister (YM, DRE, Music, etc.):
   3. Your Email:
   4. Parish Name & City:
   5. Pastor Name:
   6. Pastor Email:
   7. Parish Business Administrator Name:
   8. Parish Business Administrator Email:
2. **Program Details**
3. Name the class or conference for which you are registering:
4. Name the school or organization providing the class or conference:
5. You may apply only for the class or conference in the upcoming semester (Summer, Fall or Spring) according to the deadlines above. What are the dates of the class or conference for which you are applying?
6. Briefly describe the class or conference, and your motivation for participating:
7. Enter the total cost of your participation in this class or conference (registration, materials, travel, etc.) on the bottom line of the chart, below.
8. List all sources for funding for this class or conference, (just for the current class you are applying for, not the cost of the whole program) so they add up to the total cost.

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| Portion your parish is contributing, if any: |  |
| Portion you are personally contributing: |  |
| Other sources of funding, if any (describe): |  |
| Portion you are asking CCF to contribute: |  |
| **Total cost of your participation:** |  |

Upon completion, please email this document to [nelsonm@ccf-mn.org](mailto:nelsonm@ccf-mn.org).