Grants for Professional Development  
for Lay Ecclesial Ministers

Guidelines

Eligible Applicants: Lay ecclesial ministers in any department currently employed at a parish 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** per semester.

Application Process: You apply for a grant. The grant check is made payable to your parish. The parish verifies your employment and pays for the program to the provider along with whatever funds they may be contributing to the whole. CCF cannot make checks payable to individuals.

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. Note that 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 Vice President of Impact 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 program or class for which you are registering:
4. Name the school or organization providing the program or class:
5. You may apply only for the class or program taking place in the upcoming semester (Summer, Fall or Spring) according to the deadlines above. What are the dates of the class or program for which you are applying?
6. Briefly describe the program or class, and your motivation for participating:
7. On the bottom line of the chart below, enter the total cost of your participation in this class or program (not the cost of the whole program if it covers multiple semesters.) You may include registration, materials, travel, etc.
8. List all sources for funding for this class or 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).