

INDIVIDUAL LEARNING GRANTS FOR LAY PERSONS - 2010

When Lincoln Avenue United Church, Cambridge, disbanded, the congregation directed that a portion of their assets be held by Hamilton Conference to provide support for the continuing education of Lay Persons within Hamilton Conference. For 2010, the sum of \$9,192 is available to be drawn upon.

Application forms MUST BE COMPLETED PRIOR to the event and mailed to Hamilton Conference Office. You will note that it is expected that the *Pastoral Charge* will make a contribution of at least one third of the cost and that you, personally, will make a contribution of at least an equal amount. As you will see on the application form, it is expected that you will discuss your participation in the event with your Session/Church Council or committee offering financial support .

CRITERIA FOR APPLICATIONS:

1. **Preference** will be given to United Church sponsored or endorsed events, and to events in Canada.
2. Individual Learning Grant funds are **not** available for basic required courses in preparation for paid accountable ministry or post graduate degree programs. Individual Learning Grant funds are **not** available for any other basic college or university degree courses.
3. Cost of books/study materials will not be included in the grant.
4. Qualifying events are those which equip, enable and replenish Christian discipleship and community through theological reflection and education and/or spiritual enrichment and development.
5. No grant will be given for less than **\$25**, or more than **\$400**. Lay persons may apply for more than one event to a maximum of **\$400** per calendar year.
6. Funding for exposure tours to UCC partners will be limited to a maximum of **\$500** per year per person to a maximum of **\$1,500** per group.

Funding for visits to non-UCC partners will be limited to **\$100** per person per year, and capped at **\$700** per group.

7. Applicants are expected to show good stewardship in their use of these funds. Applicants are encouraged to keep their costs down by:
 - using the most economical and practical means of transportation;
 - taking advantage of the opportunity for billeting or "double occupancy" when available;
 - taking advantage of any discounts available for early registration;
 - travel, by car, will be reimbursed at the rate of **\$.41** per kilometer for **2010**. Travel by car will be reimbursed to a maximum amount equal to the cost of the most economical means of travel.
8. Applicants should not assume that requests will be granted automatically. Each application will be considered individually and measured against funding criteria and the availability and fair distribution of funds.
9. Extraordinary circumstances may be given consideration without prejudice and without setting a precedent.
10. Recipients of funds are asked to send to the Conference Office a brief evaluation of their experience. An evaluation form will be sent with the letter of approval.

HAMILTON CONFERENCE

MASTER COPY: Please photocopy as needed. You may wish to retain a copy of this application for your files.

INDIVIDUAL LEARNING GRANT FOR LAY PERSONS - 2010

Please PRINT legibly.

| | |
|---|--|
| <u>Please return this form to:</u> | Individual Learning Grant, Hamilton Conference P.O. Box 100, CARLISLE, ON L0R 1H0 (Fax): 905-659-7766 |
|---|--|

Name _____ Presbytery: _____

Mailing Address _____

Telephone (____) _____ Pastoral Charge _____

Name of Course/Event _____

Course Sponsor/Institution _____

Location _____ Dates _____

Description of Course/Event _____

How will this support your ministry in the congregation/Presbytery/Conference?

Note: Please also attach a copy of event brochure, course description, etc.

FINANCIAL INFORMATION

| <u>Expenses</u> | <u>Funding Plan</u> |
|---------------------------------------|---|
| Tuition _____ | Pastoral Charge (Institutional Support) _____ |
| Room & Board _____ | Personal Share _____ |
| Travel _____ (_____ km x \$.41/km) | Other Sources (please specify): _____ |
| Other (please specify) _____ | Request from Individual Learning Grant (up to 1/3 of total cost) _____ |
| TOTAL EXPENSES _____ | TOTAL _____ |

LOCAL CONSULTATION

NOTE: This section to be completed by person authorized to show Pastoral Charge or institutional support for your application.

Name _____ Position _____

Signature _____ 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.

CONFERENCE APPROVAL

| | | | |
|--|----------|-----------------|----------|
| This section to be completed by your Conference Individual Learning Grant Committee | | | |
| Conference | HAMILTON | AMOUNT APPROVED | \$ _____ |
| Approved by (Signature) | _____ | Date | _____ |

“The use, retention and disclosure of personal information collected from this application is done in compliance with privacy legislation including, but not limited to, the Personal Information Protection and Electronic Documents Act (2000, c.5).”