



## INDIVIDUAL LEARNING GRANTS FOR LAY PEOPLE & MINISTRY PERSONNEL

Application forms MUST BE COMPLETED PRIOR to the event and sent via regular mail OR scanned with signature & emailed to ([ramack@hamconf.org](mailto:ramack@hamconf.org)) OR faxed (905) 659-7766 to Hamilton Conference Office.

Applications can be made by those active in the United Church of Canada.

NOTE: 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. In the case of Ministry Personnel please talk with your Ministry and Personnel Committee.

### CRITERIA FOR APPLICATIONS:

1. Qualifying events are those which equip, enable and replenish Christian discipleship and community through theological reflection and education and/or spiritual enrichment and development.
2. **Preference** will be given to United Church sponsored or endorsed events, **and to events in Canada.**
3. Grants are **not** available for basic required courses in preparation for paid accountable ministry, including the Admission process, or post graduate degree programs. Funds are **not** available for any other basic college or university degree courses.
4. Cost of books/study materials will not be included in the grant.
5. No grant will be given for less than **\$75**, or more than **\$400**. Individuals may apply for more than one event to a maximum total of **\$400** per calendar year.
6. 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;
7. To enable individuals to attend a more expensive single event, *including* Ministry of Supervision, Stephen Ministry, and Emotional Intelligence (EQ-HR) or a multi-year event, *including* Courage to Lead (seasonal retreats) and the Jubilee program, a once in 3 years grant of **up to \$1,200 may be arranged.**
8. This is a Grant for individuals. If a group is planning to attend an event together, each individual within the group must apply for a grant separately.
9. Within one congregation, Grants will be limited to a maximum of **\$800** per year or **\$1,600 per year for multi-congregational specific groups**, including exposure tours.
10. 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.
11. Extraordinary circumstances may be given consideration without prejudice and without setting a precedent.
12. Recipients of this grant 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.



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**Please return this form to:** Hamilton Conference, P.O. Box 100, CARLISLE, ON L0R 1H0  
Fax: 905-659-7766 Email: [ramack@hamconf.org](mailto:ramack@hamconf.org)

Lay Person  Ministry Personnel

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Pastoral Charge/Presbytery \_\_\_\_\_

Name of Course/Event \_\_\_\_\_ Course Sponsor/Institution \_\_\_\_\_

Location \_\_\_\_\_ Date(s) \_\_\_\_\_

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	_____	Other Sources (please specify)	_____
Other (please specify)	_____	<b>Request from Individual Learning Grant</b>	_____
		(up to 1/3 of the total cost)	
<b>TOTAL EXPENSES</b>	_____	<b>TOTAL FUNDING</b>	_____

**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 \_\_\_\_\_

**HAMILTON CONFERENCE APPROVAL**

Approved by (Signature) \_\_\_\_\_ **AMOUNT APPROVED \$** \_\_\_\_\_

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)."