**Continuing Education Grant Application Form**

**Pastor-Church Relations – Christian Reformed Church in North America**

**(Submit by April 1, August 1, or November 1) \***

As part of the ministry of the Office of Pastor-Church Relations (PCR), Continuing Education (CE) grants are available for pastors and professional, paid church staff that are, or have been, actively involved in direct ministry with a CRC congregation for at least 20 hours a week during the last 12 months. All of the details regarding the grant can be found in the *guidelines* at the end of this application form. Please read the guidelines *before* completing the application form.

Name:

Position at church:

Email address:

Church name:

Church mailing address:

Number of active, adult professing members:

(taken from the Yearbook)

Employed by the church for at least 20 hours of ministry work per week: yes no

(required to receive grant)

Amount requested: Can US

(The maximum grant is $750.)

Continuing education opportunity to be pursued:

(name of conference/training/type of coaching)

Website:

(or include a brochure)

Instructor/coach:

Location of event:

Date of event:\*\*

Ministry area addressed:

Give a brief description of the opportunity:

How will the opportunity benefit you?

How will the opportunity benefit the congregation?

Have you read the grant guidelines? yes no

(required to receive a grant)

How much is budgeted for your continuing education in the church’s budget?

Expenses

Registration fee:

Travel:

Lodging/meals:

Pulpit supply:

Misc:

Total:

Date on which council approved this grant request:

\* Receipt of application will be acknowledged with an email from our office. If you don’t receive an email within 24 hours of sending us the application, please call our office.

\*\*Ordinarily, grant requests must be approved prior to attending a CE event. However, events attended within the three months prior to proposal submission will be accepted as long as a receipt(s) for the event itself is available.

The PCR office will notify applicants by the first of the month following the deadline for which the proposal was submitted concerning grants awarded. A check will be sent to the applicant for the total grant amount once the signed contract, and the W9 form (for US only) are returned to the PCR office and any conditions to the awarding of the grant are met (if required).

*Please use additional space or pages as needed.*

*This form may be accessed in electronic form @* [www.crcna.org/pcr](http://www.crcna.org/pcr)

*When completed send to:*

[lpalsrok@crcna.org](mailto:lpalsrok@crcna.org)

or

*PCR*

*1700 28th St SE*

##### Grand Rapids, MI 49508

***We prefer to work with electronic forms (in Word) whenever possible. Thank You.***

For further information please contact:  
Laura Palsrok  
at 877.279.9994 X 2837 or [lpalsrok@crcna.org](mailto:lpalsrok@crcna.org)

**Guidelines for Pastor-Church Relations (PCR) Continuing Education (CE) Grants**

Ordinarily, the following are the guidelines the PCR CE Grant Committee will use when reviewing grant applications. This will enable the committee to be consistent in their decision making and will greatly assist applicants in having a clear sense of the guidelines and what is, and is not, fundable.

**Who may submit an application?**

All CRC pastors and professional, paid church staff that are, or have been, actively involved in direct ministry with a CRC congregation for at least 20 hours a week during the last 12 months, may submit an application.

**May I request a grant for a multi-year learning opportunity?**

No. Grants are for one-time (e.g.: conference) or one-year educational opportunities (e.g.: class at seminary/coaching). If it is a two year opportunity, another application needs to be submitted for the second year.

**How often may I receive a grant?**

Applicants may receive two grants within a five-year period—retroactively to 2009. The five-year period begins on the date when the first grant is awarded.

For example: If the first grant is awarded in April 2013 (and a 2nd grant was received after that), the applicant may apply for another “1st time grant” any time after April 2018.

**When are applications due?**

* Applications are due by April 1, or August 1, or November 1.
* It is recommended that you submit your application several weeks in advance of the deadline in order to allow time for any possible adjustments/edits.
* Please send the application in a Word document.

**What do I have to do to apply?**

* Fill in the application form.
* Have it approved by your council.
* Include either a website address on the application, or submit a brochure for the learning opportunity.
* Email the completed application (in a Word document) to [lpalsrok@crcna.org](mailto:lpalsrok@crcna.org) by the due date: April 1, or August 1, or November 1. It is recommended that you submit your application several weeks in advance of the due date in order to allow time for any possible adjustments/edits.

**Does the CE opportunity have to take place after the application deadline?**

Ordinarily, requests are made before attending the CE event. However, you may apply for funding for an event that took place a maximum of three months prior to the grant application due date. Note that a receipt for the CE opportunity, event registration/fee only, will be required.

**Are there any special considerations when awarding grants?**

* Funds are distributed based on financial need. Priority will be given to pastors/ministry staff from congregations who are unable to support continuing education to its full extent.
* Requests coming from geographically isolated pastors/ministry staff will be given priority.

**How much can I request?**

The maximum grant request is $750 in Canadian or US funds—based on your home address. The check will be mailed to the church’s address and will be made out to the grant recipient.

**What expenses will be covered?**

* registration/course fees
* meals[[1]](#footnote-1)
* lodging – at reasonably priced hotels
* pulpit supply – while at the CE event
* books – for courses, not books on a conference book table
* coaching
* travel[[2]](#footnote-2) – within the US and Canada
* overseas educational opportunities
* the “educational portion” (not travel expenses)
* must be an organized/established travel program (not a self-guided trip)
* must have an educational focus (not a mission trip)

**What expenses will not be covered?**

* mission trips
* travel (flights etc.) outside of the US and Canada[[3]](#footnote-3)
* self-guided learning/trips
* multi-year programs[[4]](#footnote-4)
* course work leading toward a Master of Divinity degree—which is ordinarily funded by classis[[5]](#footnote-5)
* personal reading/reflection time[[6]](#footnote-6)
* books[[7]](#footnote-7)/software/training materials/DVDs

**May I request funds from both PCR and the Sustaining Pastoral Excellence (SPE) grant program for the same learning opportunity?**

Yes. The request from PCR will be specifically for the CE opportunity. The request from SPE will be for the formation of a year-long peer learning group. Part of the year-long experience will be a CE opportunity. It is for *that* piece, the CE opportunity, of the group experience that you may receive both SPE and PCR funds.

**When will I know if I received a grant?**

You will be notified within a month of the application deadline.

**What do I do once the grant has been awarded?**

* Sign, and get your clerk of council to sign, the contract that you will receive.
* Complete a W9 form (for US grants only).
* When the contract, and the W9 form, is returned to the PCR office [lpalsrok@crcna.org](mailto:lpalsrok@crcna.org) , a check will be mailed to you (to the church’s address) for the entire grant amount.
* After you have attended the CE event, you need to complete a brief questionnaire and send it, along with a receipt(s) for the event registration/fees[[8]](#footnote-8) to [lpalsrok@crcna.org](mailto:lpalsrok@crcna.org) . Eligibility for future grants depends on submitting the completed questionnaire.

**Who can I contact for assistance?**

You can call Laura Palsrok at 877-279-9994 X 2837 (toll free) or email her at [lpalsrok@crcna.org](mailto:lpalsrok@crcna.org). She will be glad to assist you.

1. Meals eaten during travel to and from CE event, and while at event, will be covered. Alcohol is not covered. Snacks are a personal expense. [↑](#footnote-ref-1)
2. Attending a regional (within reasonable driving distance) continuing education opportunity is encouraged. Ordinarily, attendance at such events will be given funding priority over other events/opportunities. Carpooling is encouraged—if possible. Will not cover travel outside of Canada or the US. [↑](#footnote-ref-2)
3. The “educational portion” of such trips can be covered. See last bullet under “What Expenses Will Be Covered?” for more information. [↑](#footnote-ref-3)
4. Multi-year programs require an application to be completed for each year of the program. Keep in mind that applicants may receive two grants within a five-year period—retroactively to 2009. The five-year period begins on the date when the first grant is awarded. [↑](#footnote-ref-4)
5. If a request to your classis is denied, PCR may consider an application. [↑](#footnote-ref-5)
6. There needs to be formal structure (rather than self-guided learning) within an educational setting [↑](#footnote-ref-6)
7. Books for courses are covered. Books for personal reading/from a conference book table are not covered. [↑](#footnote-ref-7)
8. We don’t need receipts for lodging, books, food, or travel expenses. [↑](#footnote-ref-8)