

## INDIVIDUAL LEARNING GRANTS FOR MINISTRY PERSONNEL - 2011

The Individual Learning Grant is an initiative by the General Council to provide funds to support continuing education for ministry personnel.

### **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, community and ministry through theological reflection and education and/or spiritual enrichment and development.
5. No grant will be given for **less than \$25, or more than \$300** in a calendar year. An individual may apply for funding for more than one event to a maximum of **\$300** in a calendar year.
6. To enable individuals to attend a more expensive single event, including full Interim Ministry Training, grants of **up to \$1,200 may be arranged over a three-year period.**
7. 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.**
8. Given the limited funding available and in order to make funding available for as many as possible, an individual may apply for funding to attend a particular event **once every three years. Funding will not normally be granted for an event being held simultaneously to the Annual Meeting of Hamilton Conference.**
9. 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 **2011**. Travel by car will be reimbursed to a maximum amount equal to the cost of the most economical means of travel.
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 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 MINISTRY PERSONNEL - 2011

Please PRINT legibly.

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

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

### LOCAL CONSULTATION

**NOTE:** This section to be completed by person authorized to show Pastoral Charge or institutional support for your application. (e.g. M & P Committee)

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

<b>This section to be completed by your Conference Individual Learning Grant Committee</b>	
Conference <b>HAMILTON</b>	<b>AMOUNT APPROVED</b> \$ _____
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).”