The Episcopal Diocese of Wyoming
Commission on Ministry

Guidelines for the Awarding of Continuing Education Grants

Application:
• Your congregation’s payment of its assessments must be current to submit this grant application.
• When several people plan to attend the same event each person must submit a separate request for a grant.
• Grants involving travel in the United States will be paid at 2/3rds of the cost up to $1,500.00
• Grants involving foreign travel will be paid at 2/3rd of the cost up to $600.00
• No grants will be considered after a person has attended an event.

Process:
1. Obtain a current form -check with Diocesan office or on Diocesan website -www.wyomingdiocese.org
   a. Individual Continuing Education Grant form
   b. Education for Ministry Grant form
   c. Diocese-wide Event Grant form
   d. Congregational Education Grant Form

2. Complete both sides of the form and attach necessary documents.
   a. INDIVIDUAL AND CONGREGATIONAL GRANT FORMS MUST HAVE THE BROCHURE AND DESCRIPTION OF THE COURSE ATTACHED
   b. INDIVIDUAL AND CONGREGATIONAL GRANT FORMS MUST HAVE A LETTER OF SUPPORT FROM THEIR VESTRY ATTACHED, SIGNED BY AT LEAST 2/3 OF ALL VESTRY MEMBERS

3. Submit form and all corresponding attachments to Jessica@wyomingdiocese.org at the Diocesan office. Any grants received 3 days prior to any monthly meeting will be considered by the Commission on Ministry.

4. The Commission on Ministry approves or denies the grant.

5. Applicant is informed in writing of the status of the grant by the secretary of the COM.

6. A check is issued by the Diocesan office before the event begins.

7. A written report is required within 60 days of the completion of the program (no report is required for the EFM grants).

Criteria:
“It is evident that we are living in a time of rapid change. It is understood that the purpose of the program of the Continuing Education for the clergy and laity is to make the Church and its ministry both sensitive and responsive to these conditions of change. Greatest preference will be given to assist those plans of study which evidence dedication, creativity, and promise of practical consequence for advancing the Gospel of Christ in our day.” (Diocesan Convention 1972)
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1. Any Wyoming Episcopalian may apply for Continuing Education grants.

2. Consideration is given to the benefits of the course to the ministry of the applicant, the congregation, and the Diocese.

3. Categories:
   1. Individual Grant
   2. EFM Grant
   3. Diocese-wide Event Grant
   4. Congregational Education Grant

4. Frequency: A person may receive only one individual grant and one EFM grant in the same calendar year.

5. Individual grants are intended for a single event/program lasting less than two weeks. Programs of longer duration can be considered. Programs which involve return events/trips require separate application and approval for each event, allowing both the applicant and the COM the opportunity to revisit and re-evaluate the program.

6. It is expected that some thought and planning will take place before an application for a Continuing Education grant is made. The proposed continuing education experience or program should be discussed with appropriate church leadership. It should be determined how the experience will be of assistance to the applicant in supporting his/her various ministries. There should be SPECIFIC PERSONS selected to aid the applicant in evaluating the experience and its impact on the applicant’s ministry.

7. The COM is quite aware that not all continuing education experiences can be described in this way and that individuals will have a wide variety of educational needs. In the spirit of enhancing ministry, unusual grant requests will be considered with the necessary background information and completed application.