

Please read the Guidelines, then go to Page 2 to complete the application form.



***Advancing the Mission* GRANT GUIDELINES**

within the Catholic Foundation for
Leadership Development

The purposes of this Endowment are to provide for Leadership Development, including but not limited to: help in funding current priests studying for advanced degrees to serve specific ministries for the church of Green Bay; to increase the diaconate formation program; to assist in the education of seminarians toward priesthood; to help with the recruitment and education of new parish directors; to promote and support lay ecclesial vocations such as pastoral associates, director of religious education, parish business managers, liturgical coordinators of youth ministry, and other lay ecclesial ministries.

The purpose of the Catholic Foundation is to encourage Catholic stewardship and generosity through endowment funding and planned giving. It will facilitate Catholic activities through grants from the various funds.

Characteristics upon which your grant applications may be judged:

Criteria includes, but is not limited to:

1. Advances Christian values and the mission of the Church of Green Bay
2. Meets a priority need in the diocese or parish
3. May be carried out within a regular setting -- diocese, parish, school, other Catholic entity
4. Encourages collaboration
5. Is not duplicative
6. When applicable, should be able to continue program/project after the duration of the grant
7. Judiciously uses the dollars available
8. May be shared with other parts of the Diocese
9. Please note the following items will NOT be considered through this grant process: *structural building projects, purchasing computers, books, travel costs or refreshments.*

Procedure for requesting a grant:

1. Complete application (available on web site at Catholicfoundationgb.org/apply)
 - a. Choose the appropriate application blank based on the specific guidelines of each endowment (Guidelines are available on page 2 of the individual application blank.)
2. All *internal diocesan grants* must be brought forward by the Area Director to the Director for Administration for review and recommendation.
3. All *school, religious education* requests must be brought forward by the appropriate educational / catechetical leader for review and recommendation.
4. All requests for tuition assistance should be brought forward by the school system instead of individual schools. For example, GRACE, ACES, Lourdes Academy instead of St. Mary School. Stand-alone schools may submit individually.
5. All *parish grant* requests must have approval and signature of the pastor/parish director.
6. Grant requests are due in the office by February 1. The grant making committee will meet in late February to make recommendations.
7. Grants will be finalized at the March Catholic Foundation Board meeting.
8. Grant monies will be available by June 30 and are expected to be used during the following fiscal year.
9. The grant recipient must acknowledge the Catholic Foundation's support on all materials or in all presentations, while also working with Foundation staff on other ways to publicize their program and the Catholic Foundation. Be mindful of the benefit received from the Advancing the Mission campaign.
10. A final report must be made available to the Catholic Foundation within three months after the completion of the project/program, which outlines whether or not a purpose/objective has been satisfactorily met.



For Office Use Only

Date Received: _____ Signatures: _____

Amount Requested: \$ _____ Letter sent: _____

Amount Approved: \$ _____ Database: _____

Leadership Development Endowment

GRANT APPLICATION

Must be postmarked by February 1
Catholic Foundation - Leadership Development
PO Box 22128, Green Bay, WI 54305-2128

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Date (drop down)

Name

Address

City State Zip Code

Phone Number Cell Number

E-mail Address

Parish Location

Indicate below the program for which you are requesting a scholarship

- Lay Ministry Formation Program, Green Bay Diocese
(NOT covered within Lumen Christi grant)
 - Business Administration Worship/Liturgy
 - Pastoral Ministry Youth Ministry
 - Faith Formation

Diaconate Formation and Continuing Formation

MA - Pastoral Ministry/Religious Studies College/University

MA - Theological Studies College/University

Individual/Other Courses College/University

Check the box if you have received a scholarship in the past.



Please comment on the questions below in the space provided. Attach additional pages if needed.

BRIEF DESCRIPTION of amount requested and project/purpose in 75 words or less : (Examples: \$500 for 3 credit class at Silver Lake College; \$800 to be used toward Diaconate program; \$400 for program to train leaders in parish ministries.) **Please include total amount requested.**

EDUCATIONAL PREPARATION

List the name and location of high school and university/college(s) attended.

Institution	From / To	Grad. Date & Degree	Major/Minor
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MINISTRY EXPERIENCE: Parish /School/Diocesan/Other

Name and Location of Parish/School/Other	Position	Dates
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

WORK (current employment or VOLUNTEER EXPERIENCE: Positions held outside the educational/ catechetical field)

Name & location	Position	Dates
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

PROFESSIONAL ORGANIZATIONS/INVOLVEMENTS and other EDUCATIONAL/SPIRITUAL EXPERIENCES in 200 words or less: (Retreats/In-Service days, workshops etc.)

Please comment on the following questions in the space provided. Attach additional sheet if needed.

Do you currently have a leadership role in the Diocese or a parish?

1. **If yes**, how would *Leadership Development* funds improve the professional development of your leadership role in Catholic ministry? In 200 words or less

2. **If no**, describe any other experience, not listed above, which would be an asset for the position you could be filling. In 200 words or less.

3. How important do you consider your own Christian attitudes, beliefs and practices in your role as a leader? In 175 words or less.

I acknowledge that the information provided herein is accurate. I also affirm my commitment to serve/work in the Diocese of Green Bay for *three years* after leadership training and to further the educational/catechetical mission of the Roman Catholic Church.

Applicant Signature

Date

**Pastor/Parish Director
Signature Required**

Date

**Pastor/Parish Director
Print Name**

- Please read these instructions carefully. Note: We must have printed, signed copies.***
- 1. Print the form, attach additional materials, sign the application, get appropriate signatures.*
 - 2. MAKE A COPY, then mail to address below.*

***Please direct any questions or inquiries
and your application to:***

**Cindi Brawner, Executive Director
Catholic Foundation-Leadership Development
PO Box 22128
Green Bay, WI 54305-2128
877-500 ext. 8173 or 920-272-8173
CatholicFoundation@gbdioc.org**



*If you are having problems printing this form, please check that your software is up to date.
If not please visit <http://get.adobe.com/reader/> to update your software.*

*The mission of the Catholic Foundation is to encourage financial stewardship and generosity
by providing a faith-based avenue for giving. Our vision is to be known and trusted
throughout our Diocese as the preferred faith-based foundation for giving.*