

# The Episcopal Diocese of Maine

## Wolf Fund Grant Application

### Background

The Frederick B. Wolf Fund for Enablement and Education for Lay Ministry was established by unanimous approval at the 166th Diocesan Convention as a means of acknowledging the emphasis Bishop Wolf placed on an active and informed laity. Grants from the Fund are made to lay persons, either as individuals or as groups\*, to develop specific knowledge and or skills to further their baptismal ministry, and support the mission and ministry of the Episcopal Church in Maine.

Applications for grants are evaluated according to the guidelines below, and in the spirit of the “Seven Criteria for Mission” approved by Diocesan Convention.

\*Groups may be any group within a parish, any parish or combination of parishes, any region or regional group, and congregational sponsorship is expected. One person should be selected from the group to submit one application.

### The Committee

The Wolf Fund is administered by the Wolf Fund Committee. The committee is comprised of both lay and ordained members of the diocese, and members are appointed for three-year terms by the Bishop (the maximum appointment is two consecutive terms). The committee is responsible for reviewing applications to the Wolf Fund and for making recommendations to the Bishop on the distribution of grants. The committee generally meets in person once a year to review these guidelines and the application form. The members conduct their other business (meetings and application review) electronically. The Wolf Fund Committee submits requests for changes to their policies and protocols to the Bishop of Maine and Diocesan Council for approval, and makes an annual report at the time of Diocesan Convention.

## Who may Apply

Applications may be submitted by any adult (lay) communicant in good standing or lay group (see definition above) associated with any Episcopal congregation in the Diocese of Maine for funding by the Wolf Fund.

The Wolf Fund invites those in the formation process, who wish to enrich their program of studies through seminars, programs or professional development opportunities, to apply for support from the Wolf Fund grant program. The Wolf Fund will not accept applications for funding for the Deacon Formation Program tuition/expenses, or seminary tuition/expenses. Individuals in the process of formation for Holy Orders (deacon or priest) may not apply for Loring Funds.

## General Guidelines

The general guidelines for awarding grants by the Wolf Fund Committee are as follows:

Applications that support the spirit of the “Seven Criteria for Mission” (see below), as adopted by the 192<sup>nd</sup> Convention of the Episcopal Diocese of Maine (2011), are encouraged. Incomplete applications will not be accepted. Grant money is non-transferable, and any unused portion of the grant must be returned to the Wolf Fund. There will be no commitment to continue any grant beyond its original term, multi-year funding is not guaranteed, and any change of original purpose for the grant requires re-application. The committee requires a short written evaluation of the activity or project for the committee’s review (within 30 days of completion of the activity) in order to complete the application.

Applications are accepted on a rolling basis, and are submitted directly to the Bishop’s Office in care of Barbara Martin, Executive Assistant to the Bishop and staff liaison to the Wolf Fund Committee. Any application must be signed by the priest-in-charge (or senior warden if there is no PiC) to be considered. *Applicants are encouraged to apply at least 30 days, but not more than 90 days, in advance of funding deadlines.* Supplemental materials in support of an application are encouraged.

Loring Fund grant amounts are at the discretion of the Committee. Complete accounting, reflecting all expenses and including other funding sources, is expected. Any extenuating circumstances that would cause hardship on the individual or the congregation needs to be carefully explained in the application. The Committee will make grant determinations on a case-by-case basis and in consideration of the availability of funds. All decisions of the committee are final.

Pending the availability of funds, the yearly limit on grant monies awarded to an individual is \$1000. There is no limit to the number of applications a person can submit per year. The lifetime cap for individuals on grant monies awarded is \$5000. The yearly/lifetime cap for group applications will be determined on a case-by-case basis at the sole discretion of the committee.

All applications will be evaluated on a case-by-case basis, and individuals are encouraged to apply well in advance (at least 30 days, but not more than 90 days) of funding deadlines. Last minute requests will be accepted, as the committee understands that very often last minute opportunity knocks. The Committee will try to accommodate late applications, but please remember processing may not happen in time to meet registration or other deadlines. The committee will not accept applications for retroactive funding. Requests for retroactive funding will not be accepted.

### Gifts to the Wolf Fund

Thank you for considering making a donation to the Wolf Fund. The Wolf Fund Committee invites your donation to help maintain the vision of Bishop Wolf.

Bequests to the Wolf Fund may be made as follows: "I give, devise, and bequeath to the Trustees of Diocesan Funds in the Episcopal Diocese of Maine, a corporation organized and existing under and by virtue of the Laws of Maine (insert amount here in dollars) to be added to the capital fund known as the Frederick B. Wolf Fund for Enablement and Education for Lay Ministry in the Episcopal Diocese of Maine."

Please send your donation, or notice of bequest to:

The Episcopal Church in Maine

Attn: B. Martin

143 State Street

Portland, ME 04101

### The Seven Criteria for Mission

1) Diocesan resources will support program/ministry efforts that are Christ-centered and Gospel-oriented.

2) Diocesan resources will support program/ministry efforts that collaborate with other churches, communities and affinity groups and demonstrate a willingness to share personnel and resources.

- 3) Diocesan resources will support those program/ministry efforts led by those who can demonstrate their experience and expertise as well as passion for their particular ministry.
- 4) Diocesan resources will support program/ministry efforts with evaluation processes in place and those that can articulate a plan to achieve sustainability.
- 5) Diocesan resources will support program/ministry efforts whose leaders are willing to share their successes and best practices as well as failures with other congregations or collaborative groups that wish to replicate their work in other parts of the Diocese.
- 6) Diocesan resources will support program/ministry efforts that demonstrate a willingness to move from a centralized approach to a regional approach and involve and benefit a wide range and number of people across the diocese.
- 7) Diocesan resources will support program/ministry efforts that demonstrate the values of transparency, equity, fairness and collaboration.

# The Episcopal Diocese of Maine

## Wolf Fund Grant Application

*Please print clearly, or type. If you attach separate sheets, please put your name on each page.*

*Use only one side of the page and do not staple or otherwise fasten sheets together.*

*The Wolf Fund Committee welcomes prefers application submissions, but please note signatures are still required. If you have questions about the guidelines for applications, please be in touch with Barbara Martin in the Bishop's Office.*

Date of Application	
Date of Program/Event	
Full Name of Applicant	
Address	
City, State, ZIP	
Email Address	
Primary Phone #	
Cell Phone #	
Congregation	
Congo City / Town	

### **Application Narrative**

- 1) The Frederick S. Wolf Fund for Enablement and Education for Lay Ministry was established by unanimous approval at the 166<sup>th</sup> Diocesan Convention as a means of acknowledging the emphasis placed by Bishop Wolf on an active and informed laity. Grants from the Fund are made to lay persons, either as

individuals or groups, to develop specific knowledge and/or skills to further their ministry in the Diocese of Maine. Please describe the education or training event you are interested in attending.

- 2) Where will the education or training take place? When? How did you learn about this conference or study program?
- 3) What do you expect to learn from this opportunity and how will it strengthen your ministry? How will this education or training benefit your parish and/or the diocese? Who (or which other organization) may also benefit?
- 4) Any additional information you would like to add?

**Attachments**

- ✓ any printed materials that describe programs of study/training,
- ✓ letters of recommendation and/or references

**Financial Information and Signature(s)**

Category	Notes / Description/Explanation	Amount
Tuition		
Registration Fee		
Travel: Air/Train		
Travel: Taxi/Car		
Travel: Mileage	Total Miles      x IRS rate	
Books		
Supplies		
Other		
Other		
Other		
<b>Total Expenses</b>		

<b>Sources of Support</b>	<b>Notes / Description</b>	<b>Amount</b>
Self		
Congregation		
Other Funding Source or Scholarship		
Other Funding Source or Scholarship		
Gifts from Others		
<b>Total Support</b>		

<b>Total Grant Request</b>	Expenses minus Support	
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<b>Funds Needed By</b>	
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<b>Signature of Applicant</b>	
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<b>Congregation Town / City</b>	
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<b>Signature of Priest-in-Charge</b>	
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I have read and understand the Wolf Fund Guidelines and will submit a written report (short) of my experiences within thirty days after the conclusion of this program/event/seminar.

Due to tax law, it is the diocesan policy to pay the institution directly in all possible cases.

Check Payable To:	Mailed To:	
	Institution/Congo Name	
	Addy 1	
	Addy 2	
Memo Line Info:	City	
	State	
	ZIP	

**Please send (email preferred) this completed application to Barbara Martin:**

[bmartin@episcopalmaine.org](mailto:bmartin@episcopalmaine.org)

or mail to: The Episcopal Diocese of Maine  
 Office of the Bishop/B. Martin  
 143 State Street  
 Portland, ME 04101