

# 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 Diocese of Maine.

Applications for grants are evaluated according to the guidelines below.

\*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.

## 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

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 thecommittee’s review (within 30 days of completion of the activity) to complete the application.

Applications are accepted on a rolling basis and are submitted directly to the Grants Committee. Any application must be signed by the diocesan lead or priest-in-charge (or senior warden if there is no priest) to be considered. *Applicants are encouraged to apply at least 30 days, but not morethan 90 days, in advance of funding deadlines.* Supplemental materials in support of an application are encouraged.

Complete accounting, reflecting all expenses and including other funding sources, is expected. Any extenuating circumstances that would cause hardship for the individual or the congregation needs to be carefully explained in the application. The Grants 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 $1500, with a cap of no more than $5000 over five years. However, the amount of any grant is at the sole discretion of the Grants Committee, which will make these determinations on a case-by-case basis and in consideration of the

availability of funds. All decisions of the committee are final.

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.

## Gifts to the Wolf Fund

Thank you for considering donating to the Wolf Fund 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: Episcopal Diocese of Maine

Attn: Finance Department

PO Box 4036

Portland, ME 04101



# 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 Grants Committee prefers emailed application submissions, but please note signatures are still required.*

|  |  |
| --- | --- |
| 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 166th 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.

1. Where will the education or training take place? When? How did you learn about this conference or study program?
2. 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?
3. Any additional information you would like to add?
4. Number of years in active ministry in the Diocese of Maine:
5. Have you received prior support from the Wolf Fund within the past five years? If so, please list the date and amount received.

**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 75% of IRS rate |  |
| Books |  |  |
| Supplies |  |  |
| Other |  |  |
| Other |  |  |
| Other |  |  |
| **Total Expenses** |  |  |

|  |  |  |
| --- | --- | --- |
| **Sources of Support** | **Notes / Description** | **Amount** |
| Self |  |  |
| Congregation |  |  |
| Other Funding Source or Scholarship |  |  |
| Other Funding Source or Scholarship |  |  |
| Gifts from Others |  |  |
| **Total Support** |  |  |

|  |  |  |
| --- | --- | --- |
| **Total Grant Request** | Expenses minus Support |  |
| **Funds Needed By** |  |  |
| **Signature of Applicant** |  |  |
| **Congregation** |  |  |
| **Signature of Priest- in- Charge or Diocesan Rep** |  |  |

 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:**

**grants@episcopalmaine.org**

**or mail to:**

The Episcopal Diocese of Maine Wolf Fund Grant

PO Box 4036

Portland, ME 04101