

# Loring Fund Grant Application

## Background

The Loring Fund for the Continuing Education of the Clergy in the Episcopal Diocese of Maine commemorates the episcopate of the Rt. Rev. Oliver Loring, Fifth Bishop of Maine, 1943-1968, and his commitment to the excellence and faithfulness of the clergy who served with him. The Loring Fund is wholly owned by the Trustees of the Diocese on behalf of the Bishop of Maine and was created by a resolution of the 149th Convention (1968).

## Who May Apply

The Loring Fund assists canonically resident clergy (priests and deacons) of the Episcopal Diocese of Maine in renewing and maintaining their spiritual and intellectual growth, and in improving the professional skills essential to their vocations. In addition, the fund will accept applications from non-canonically resident, but licensed clergy (employed or appointed), who are serving a congregation in the Diocese of Maine and who have been determined eligible to vote at Diocesan Convention.

## General Guidelines

Incomplete applications will not be accepted. Applications for continuing education and sabbatical grants may not be combined. Grant money is non- transferable, and any unused portion of the grant must be returned to the Loring 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).

Applications are accepted on a rolling basis and are submitted directly to the Bishop’s Office in care of the Grants Committee. As your application will be shared electronically, please print/write clearly on only one side of the page, and do not use staples. 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. If family members or others are participating in the continuing education or sabbatical opportunity, those costs will not be considered by the committee and should not be included in the financial section of the application.

Pending the availability of funds, the yearly limit on grant monies (continuing

education and/or sabbatical) awarded to an individual is $3000, with a cap of no more than

$7500 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.

*Clergy are encouraged to apply well in advance of funding deadlines: 30 days in advance of continuing education requests and at least 60 days advance request for sabbaticals.* Last- minute requests for continuing education 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.

Individuals in the process of formation for Holy Orders (deacon or priest) may not apply for Loring Funds. The Wolf Fund invites those in the formation process, who wish to enrich their program of studies through seminars or professional development programs, 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.

## Continuing Education

Bishop Loring believed that training for ministry must be an on-going process if the preaching, pastoral care, counseling, and leadership of the clergy are to be effective. Continuing education is an essential means for clergy to steadily broaden their understanding and insight, maintain a high level of pastoral sensitivity and service, and

experience growth in all aspects of their vocations. Continuing education is now a canonical requirement of The Episcopal Church and a yearly report to the bishop is required.

## Sabbaticals

A sabbatical is understood to be a time of paid leave dedicated to continuing education, physical refreshment and spiritual renewal for clergy serving in congregations.

Applications for sabbatical assistance may be submitted to the Grants Committee only after the clergy’s sabbatical plan has been reviewed and accepted by the Bishop's Office. [Read more about the Bishop’s Office requirements, which are independent of this committee, [here](https://episcopalmaine.org/resources/sabbaticals-for-clergy/).] Please submit your sabbatical application 60 days before your planned departure. The amount of assistance is at the sole discretion of the committee. Costs for supply clergy are not eligible for Loring Fund support.

## Gifts to the Loring Fund

Thank you for considering donating to the Loring Fund to help maintain the vision of Bishop Loring.

Bequests to the Loring 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 Oliver L. Loring Fund for the Continuing Education of the Clergy of 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



# Loring 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 electronic application submissions.*

|  |  |
| --- | --- |
| **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** |  |

This grant request is for *(check one):*

Continuing Education Sabbatical

On a separate page(s), please answer the following questions. Supplemental or any

additional information may be attached at the end of this application.

1. The Loring Fund is designed to benefit congregations by supporting clergy in the Diocese of Maine. This support is made possible by providing funds for continuing education and sabbatical programs which enhance a clergy person’s preaching, pastoral care, counseling, and leadership roles. Please tell us your specific plans and how your continuing education or sabbatical will benefit your parish and/or the diocese.
2. If you are applying for sabbatical funding, how does this plan of action differ from your regular continuing education program and/or your personal maintenance plan?
3. If your grant request includes continuing education, please provide the name of the accredited institution, the course name(s) and a brief description of the course of study, along with the dates you plan on attending.
4. Number of years canonically resident in the Diocese of Maine:
5. Have you received prior support from the Loring 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

**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** |  |  |
| **Sabbatical Signature***(Senior Warden)* |  |  |

 I have read and understand the Loring 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

Loring Fund Grant PO Box 4036

Portland, ME 04101