

Application for Continuing Education Funds
Montreal & Ottawa Conference

1. Individual grants are available to Church leaders (Ordered Ministry and Lay) for the development of leadership skills as well as personal growth.
2. All applications must be forwarded directly to the Lachine Conference Office at:

Montreal & Ottawa Conference
225 - 50th Ave, Arrondissement Lachine,
City of Montreal, QC, H8T 2T7

3. Applications must be received by
March 30th - for events occurring in April to September
October 30th - for events occurring from September to March
Decisions will be made prior to the end of the month by the Continuing Education Committee which is comprised of the Presbytery consultants.
4. Presbytery consultants are available to answer any questions in the submission of the application. These are:

Consistoire Laurentien:	To be announced
Montreal:	Barbara Bryce
Ottawa:	Margaret Torrance
Quebec Sherbrooke	Victoria Moulton
Seaway Valley:	Jim Allen
5. Guidelines:
 - a) Applicants must have the application signed by a representative within their congregation/institutional context. (e.g. Clerk of Session, CD Committee, M&P Committee, Staff Committee, Minister)
 - b) It is anticipated that the applicant and her/his congregation/institution will participate in the cost of funding the event. The Conference will normally fund to a maximum of 1/3 of the total cost.
 - c) No grant will normally be given for less than \$75.00 or more than \$300.00. The total amount available for grants is about \$6,000 per annum which equals 24 grants at the maximum amount. No person will receive more than one grant per year, and, normally, will not receive funding in two concurrent years. Because of a limit in funds, applicants should not assume that their request will be automatically granted.
 - d) The estimate of travel costs should be based on the most economical and practical forms of transportation, and the travel rate is "half the recommended GC amount".
 - e) Preference will be given to United Church sponsored or endorsed events.
6. Expectations:
 - a) The Conference hopes that opportunity might be created for the individual receiving funding to share their learnings. The Conference/Presbyteries will be notified as to who has received funding and for which event.
 - b) The Conference requests that the evaluation form, attached with the grant cheque, be completed and returned to the Conference.

**The United Church of Canada
Montreal and Ottawa Conference
Application for Continuing Education Funds**

**Applications must be received by
Before March 30th - for events occurring in April to September
Before October 30th - for events occurring from September to March**

Date: _____

Name: _____

Address: _____

Postal Code: _____ Email: _____

Telephone: _____

Pastoral Charge: _____ Presbytery: _____

Lay Ministry Personnel

Program/ Event: _____

Location: _____ Date: _____

Sponsor: _____

Description of Course/Event: _____

*** Please attach a copy of the event brochure, course flyer, etc.**

Financial Information	\$	Funding Plan	\$
Tuition Fee		Pastoral Charge	
Room & Board Fee		Personal Share	
Travel *		Other Source (specify below)**	
_____ Km X \$0.205/Km		Conference Grant (max. \$300)	
Total		Conference Allocation (Do not fill out)	

*Travel (indicate mode of travel): _____

**Other sources of funding: _____

Applicant Signature: _____

Congregational/Institutional Representative - Position / Title

**Synode Montreal & Ottawa Conference
225-50th avenue, Arrondissement Lachine
Ville de Montreal, QC H8T 2T7**