

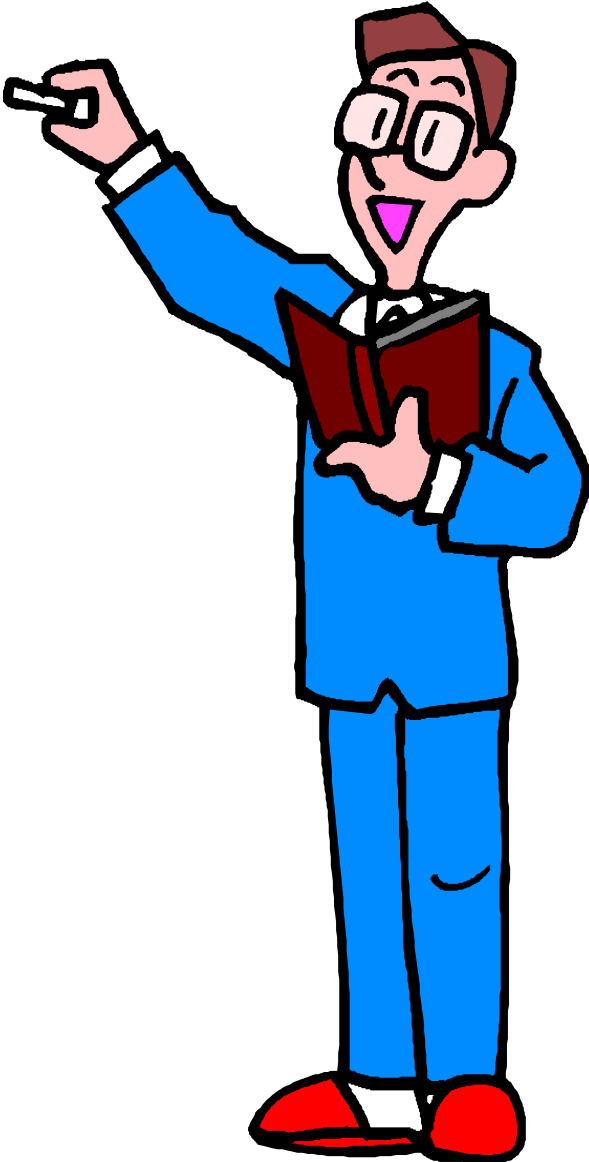
North Carolina Synod Life-Long Learning Grants for Rostered Leaders

- **Grant Request Guidelines**

The North Carolina Synod makes funds available to assist Rostered Leaders in life-long learning through continuing educational activities. These funds may be used for a variety of projects that directly contribute to the Rostered Leader's commitment to life-long learning and professional growth, thus, enhancing the effectiveness of his/her ministry. The funds are available to Rostered Leaders through the *Life-long Learning Covenant Team*. This team will receive all requests for the funds. Approval of requests will be based upon the merits of the individual proposals and the availability of funds. The *Life-long Learning Covenant Team* in consultation with the Bishop's office shall approve all funded projects.

- **Distribution Guidelines**

- A. Funds may be requested to support graduate study or doctoral level study within the established guidelines.
- B. Funds may be requested for conference or workshops which are not covered normally by budgeted funds, and which will significantly contribute to the Rostered Leader's professional development, thus, enhancing the effectiveness of his/her ministry.
- C. Proposals for grants will be reviewed by the *Life-long Learning Covenant Team* on a quarterly schedule.
- D. All grant requests must be approved and signed by the President of the Congregation Council before submission to the *Life-long Learning Covenant Team*. The grant request must be submitted prior to the commencement of the activity.
- E. The maximum amount a Rostered Leader may receive in one fiscal year is up to \$500. Once in a five-year period up to \$1,000 additional funds may be requested for a sabbatical leave or an approved degree program. A maximum of \$2,500 may be requested per project or degree program. The North Carolina Synod Bishop may waive these restrictions when deemed to be in the best interest of the ministry of the Church and/or the Synod.
- F. Documentation of the use of funds must be provided by each person receiving the grant funds. This documentation will include copies of all receipts for incurred expenses, copies of all grade reports or certificates and, upon completion of the educational program, an updated copy of the transcript. Documentation should be sent to Life-Long Learning team, NC Synod, ELCA, 1988 Lutheran Synod Drive, Salisbury, NC 28144.



North Carolina Synod Life-Long Learning for Rostered Leaders

Grant Application Form: Each Rostered Leader that wishes to obtain financial support for a professional development activity must complete the following and submit this form to the *Life-long Learning Covenant Team*. Applications will be reviewed quarterly.

Applications must be postmarked by March 1, June 1, September 1, or December 1 for consideration during each respective quarter.

Mail applications to N. C. Synod, Attention: *Life-long Learning Covenant Team*, 1988 Lutheran Synod Drive, Salisbury, NC 28144 or fax to (704) 638-0508.

Name: _____ E-mail: _____

Congregation: _____ City: _____

Home Address: _____

Home Phone: _____ Office Phone: _____

➤Grant to be used at:

Event Name: _____

Event Location: _____

Event Dates: _____

➤Need

Brief statement of the professional and personal need for the continuing educational activity chosen by Rostered Leader. (Why is this activity important or desirable for your ministry? How do you expect it to help you grow?)

➤Objectives:

Statement of the Rostered Leader's life-long learning covenant objective(s) and strategy for accomplishing each objective. (How will the covenant be approached and how will the outcomes be measured?)

➤Evaluation

What are the indicators of success? Who will assess the outcomes?

➤Budget

Justify each cost category that applies, i.e., equipment, fees, supplies, travel, release time, etc. (Attach documentation of projected cost.) The applicant must state the amount of the funds requested from the North Carolina Synod, the church's financial commitment, the church's leave time commitment, and the applicant's financial commitment for this activity.

- 1) The total amount of funds needed to complete the proposed professional development activity is \$ _____.
Costs include _____.
- 2) The Congregation/agency has agreed to provide funds in the amount of \$ _____ and leave time during the time period from ____/____/____ to ____/____/____ (month/day/year).
- 3) I will provide funds in the amount of \$ _____.
- 4) I request funds in the amount of \$ _____.
- 5) Typically the maximum grant is **\$500** per person, per year, providing funds are available.

➤Timetable

Time needed to complete the proposed professional development activity is as follows:

____/____/____ to ____/____/____ (month/day/year)

➤Impact

Short-term and long-term benefits to the following:

Personally: _____

My Congregation/agency: _____

My Ministry: _____

➤Witnesses:

We, the undersigned, having reviewed this plan, agree that this is a faithful effort to strengthen the leadership of God's people. We pledge our prayers and our support.

Applicant: _____ date: _____

Congregational Council President: _____ date: _____

Representative of Office of the Bishop: _____ date: _____