



ST. FRANCIS EDUCATIONAL GRANT

Office of the Diaconate

1. Educational Grants are available to deacons and their wives from the Diaconate Council. Grants will be considered for those enrolled in a program leading to a ministerial or theology degree or certification or the receipt of a certificate of studies, as well as for qualifying individual courses related to ministry or theology or the Faith. Instruction in the acquisition or enhancement of a second language for ministry or Scripture or theology study is also eligible for consideration for the grant. Grants are not available for conventions or workshops, assemblies, pilgrimages or retreats. The purpose of the St. Francis Educational Grant program is to provide some financial assistance so as to enhance the ministry of the deacon or his wife or to assist in study leading to a new ministry.
2. To apply for educational grants, an application form must be completed and submitted thirty days before beginning a class for which assistance is requested.
3. A request must be submitted for each academic or grading period. Grants are considered for each separate academic or grading period. If any funding is allowed, it will be granted after successful completion of the course, upon written proof of successful completion.
4. When applying for other than the initial request, a copy of the courses completed and the grade attained must be submitted. The Educational Grant Application can be found in Appendix XV.
5. All applications will be reviewed by the Diaconate Council Executive Committee. Successful applicants will be notified. Checks will be drafted directly to the institution, or the applicant will be reimbursed if copies of tuition payment are submitted and the course is successfully completed.
6. Total grant per grading period will not exceed 25% of the individual's tuition and fees up to \$1,000.00 per academic term. Books, supplies, equipment, housing or travel are not eligible for support by the grant program. The total grant permissible to an individual per fiscal year of the Council is \$2,000.00. If further need is evident, the Executive Committee may distribute additional funding as it determines, based on the individual's needs, the Diaconate's needs, the Council's ability to provide additional funds or other considerations. The Executive Committee also has authority to exercise discretion with regard to relaxation of time limits or the nature of a qualifying course as provided herein, where such is necessary to achieve and implement the purposes of the grant program. Further, in order to be good stewards of the Council's funds, the Executive Committee may inquire of the applicant what other sources of scholarship grants or funds are available or have been made to the St. Francis Grant applicant.
7. It is the intention of the Diaconate Council to distribute grants in support of ministerial growth whenever funding is available as determined by the Executive Committee. Annually, the Council will designate a fiscal year's total fund available for grants to be



ten percent (10%) of the previous fiscal year's net profit from the St. Francis Day Dinner. The Treasurer of the Council shall determine the said net profit. Grants will be allocated and awarded in the order the applications are approved for payment (but yet remain contingent on successful completion of the course). The fiscal year of the Diaconate Council begins July 1.

8. Grants will be awarded first to prior recipients and then to new applicants, if there are sufficient funds available. A policy objective is to provide continuing support to applicants who have been accepted until their degree or certificate is awarded or series of courses is completed. In all events, the Executive Committee acknowledges that the limited availability of funding necessitates the exercise of both discretion in who is to receive an award and in determining how much is to be granted. In exercising this discretion, as the source of the funds is the activities of the Diaconate Council, preference in awards may appropriately be given to those who are regular participants in the activities of the Diaconate Council and the Office of the Diaconate.
9. The Deacon's Ministerial Development allowance is also available in addition to the previously mentioned funding possibilities.

APPENDIX XV – ST. FRANCIS EDUCATIONAL GRANT APPLICATION

Office of the Diaconate

Name: _____ **ID Number:** _____
Address: _____
City/State/Zip: _____
Home Phone: _____ **Work:** _____ **Mobile:** _____

Social Security Number: _____
Please check one: Initial Grant Renewal

Amount requested \$ _____ (Up to the lesser of 25percent of tuition or \$1,000.00 per term).

Amount of grants from institution or other source: \$ _____

Institution Attending: _____
Address: _____
City/State/Zip: _____
Program Description: _____
Total Course Requirements for Degree, Certification or License: _____
Intended Length of Time to Complete Program: _____

Current Course Enrollment:

Description	Duration	Cost
_____	_____	_____
_____	_____	_____

How will your ministry be affected with the completion of this program?

Date: _____ **Signature:** _____