



## **Lay Training Funds:** **Stanley Flitcroft Bursary Fund, Ellenor Swallow Trust, and Diocesan Education Fund**

**The Stanley Flitcroft Bursary Fund** was established by the Will of Stanley Flitcroft in 1965 to assist lay people in the Diocese of British Columbia in “pursuing serious and bona fide courses in Christian Education.”

**The Ellenor Swallow Trust** was established by the Will of Frances Ellenor Marguerite Swallow in 2004 to be used “for Lay Training.”

**The Diocesan Education Fund** was established to help lay people acquire training to equip them for service in the church.

Applicants should complete the application form (page 3) and complete the application requirements (reverse side). **Applications that are not complete will not be considered.** Applications may be submitted in hardcopy or via a pdf. attachment by email.

All applications will be considered for all three funds. The maximum amount granted from either the Flitcroft Fund or the Swallow Trust is \$1,300, but funds more than \$1,300 may be available from the Diocesan Education Fund. Maximum amounts are a ceiling, not a floor; the Board will exercise judgement and may approve grants for amounts less than the maximum, regardless of the amount requested.

Under all these programs, funding may be provided for course fees, travel, accommodation, meals, learning materials, and other specified expenses.

Applicants should bear in mind that the income available in any of these funds in any one year is small. There is consequently competition for grants. Applicants are urged to explore all additional avenues for funding.

In general, preference will be given to applicants who have not recently been the beneficiaries of the funds listed above.

Applicants are encouraged to apply for funding before their coursework has commenced; applications for coursework that has already started will be considered on a case-by-case basis.

Income tax regulations require that grantees who are not diocesan employees may need to be issued a T4A at the end of the year. Some tuition fees and costs may be tax deductible. Advice from the income tax office or an accountant may be needed.

In the case of lay employees, accepting a grant acknowledges that they will remain in the employ of the Diocese of British Columbia for at least 6 months for each \$1,300 (or part thereof) of funding received, or, if they leave the employ of the Diocese before the specified period ends, repay the grant on a pro-rated basis.

All applications should be sent by email to [etb@bc.anglican.ca](mailto:etb@bc.anglican.ca) or by mail to:

**The Educational Trusts Board c/o Anglican Diocese of BC**  
**900 Vancouver Street, Victoria, BC V8V 3V7**

## Application Requirements

Please provide the following information to assist the Educational Trusts Board in its decision:

- ☐ Please describe the course you propose to take or the conference you plan to attend, including title, duration with dates, location, and sponsoring organization. Your description should be supplemented by copies of the information the sponsoring organization has provided to you (brochures, etc.).
- ☐ Please explain how the work you will be doing with this support will advance one or more specific aspects of the diocesan Vision. Details about the Vision can be found at: <http://www.bc.anglican.ca/our-vision>
- ☐ Please describe in some detail how the outcomes of this work will contribute to the advancement of your own personal, spiritual, and professional development plan as a lay Anglican.
- ☐ Please provide copies of the following:
  - ☐ The offer or confirmation of admission to the program.
  - ☐ Copies of relevant post-secondary transcripts showing prior relevant studies.
- ☐ Please provide one or more letters of support for your application. One such letter should come from your rector or supervisor indicating the value to the parish or organization supporting your attendance. Additional letters of support should come from persons who know the applicant well but do not represent a real or perceived conflict of interest.
- ☐ A detailed budget showing the total costs of attendance, information on other sources of financial support, and the amount sought from the Flitcroft/Swallow/Diocesan Education Fund.
- ☐ All recipients are expected to report back to the Board within six months of the completion of their funded project. In addition, we wish to ensure that other members of the diocese can learn and benefit from the work we have helped to support. Please describe your plans for sharing the results of your project more widely, e.g. an article for the *Diocesan Post*, a web posting, a workshop or other live presentation, etc.

Deadline dates for receipt of applications is the 15<sup>th</sup> of the month **prior** to the meeting date.

Please see below for dates:

<u>Deadline Date</u>	<u>Meeting Month</u>
January 15	February
April 15	May
May 15	June
August 15	September
October 15	November



**Application Form for Lay Training Funds:**  
**Stanley Flitcroft Bursary Fund, Ellenor Swallow Trust, and Diocesan Education Fund**

Applicants should read the descriptions of the purposes of these trusts (see page 1).  
It is not necessary to specify which of the above funds you are applying to receive.

Name: \_\_\_\_\_ Parish: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a paid Diocesan Employee? \_\_\_\_\_

Name of workshop, course, or conference, and name of sponsoring institution:

\_\_\_\_\_  
\_\_\_\_\_

Amount requested: \$ \_\_\_\_\_ CAD

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
          day   mon   yr

Signature of Rector: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
          day   mon   yr

Signature of Bishop: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
          day   mon   yr

Please note that the signature of the bishop indicates that she is aware of the application. It does not necessarily imply endorsement.

**Please attach all documents listed on “Application Requirements.”**  
**Incomplete applications will not be considered.**

**Budget Breakdown for Lay Training Funds:**  
**Stanley Flitcroft Bursary Fund, Ellenor Swallow Trust, and Diocesan Education Fund**

For funding requests that are estimates, such as books, travel or other expenses as specified below, ETB will approve a maximum reimbursement amount but actual reimbursements will be made based on receipts.

**Budget Information:**

Fees \$\_\_\_\_\_ CAD

Accommodation \$\_\_\_\_\_ CAD

Food \$\_\_\_\_\_ CAD

Books/Stationery \$\_\_\_\_\_ CAD

Travel \$\_\_\_\_\_ CAD

Other Expenses (specify) \$\_\_\_\_\_ CAD

**Total Expenses:** \$\_\_\_\_\_ CAD

Have you applied for any other sources of funding for which you have not yet received confirmation of award? If so, please describe below:

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Amount requested from Educational Trusts Board (not to exceed \$1,300): \$\_\_\_\_\_ CAD