



## **Program Organizers Funding Application:**

**The Stanley Flitcroft Bursary Fund, the Ellenor Swallow Trust, and the 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.

Organizers of educational events that fit one or more of the descriptions above may complete the application requirements (page 2) and the application form (page 3). **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 Stanley Flitcroft Bursary Fund or the Ellenor Swallow Trust is \$1,300, but funds in excess of \$1,300 may be available from the Diocesan Education Fund.

Under all these programs, funding may be provided for speaker/facilitator fees or travel/accommodation expenses, learning materials such as printed resources, books, and supplies, 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 a diocesan learning grant.

Applications for events or programs that have already been offered or will start the date the Board meets will not be considered.

If you receive a grant, you will be expected to obtain evaluations from participants and share those evaluations with the Board. Please include a consent checkbox on your evaluation form that participants understand their evaluations will be shared with the Board but not made public otherwise.

Applications for events will be considered by the Board after a committee from the Board has met with the organizers and reviewed the information in this application.

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, retreat, or workshop you propose to offer to lay members of the diocese, including title, duration with dates, location, and sponsoring parish/clergy member.
- ☐ 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 the participants' personal, spiritual, or professional development as lay Anglicans.
- ☐ 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 Funds.
- ☐ A draft of the evaluation form you will provide to participants at the conclusion of the event and then forward on to the Board. Please include a consent checkbox on your form that participants understand their evaluations will be shared with the Board but not made public otherwise.
- ☐ All grant recipients are required to report back to the Board within six months of the completion of their funded project and per the Organizers Report Form found on the diocesan website under Educational Trusts Board.

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 for Program Organizers for Lay Training Funds:**

**The Stanley Flitcroft Bursary Fund, the Ellenor Swallow Trust, and the 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.**

Names of all organizers:

Name of primary contact:

Contact info for primary contact:

Associated/Sponsoring Parish:

Name of proposed program:

When and where it will be held:

Describe the nature of the program:

Who are your target participants? How many do you expect to attend?

Will you be actively soliciting participants from outside the sponsoring parish and across the region? If so, how will you be publicizing the program?

What are your goals for the participants (i.e. what do you want the participants to get out of experience)?

Amount requested from ETB: \$ 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/Expense Breakdown:**

**The Stanley Flitcroft Bursary Fund, the Ellenor Swallow Trust, and the Diocesan Education Fund**

**Budget Information:**

Fees collected from participants, if applicable	\$	CAD
Other grants received	\$	CAD
Other sources of funding	\$	CAD
		\$ CAD

**Total Expenses:**

Speaker or Facilitator Fees	\$	CAD
Print Resources, Books, and Supplies	\$	CAD
Food/Accommodations for participants, if applicable	\$	CAD
Advertising	\$	CAD
Other Expenses (specify below):		
	\$	CAD
	\$	CAD
	\$	CAD
	\$	CAD

Amount requested from Educational Trusts Board:	\$	CAD
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