



## **Program Organizers Funding Application**

The Educational Trusts Committee (ETC) manages multiple trusts which were given to support the ongoing education and formation of clergy and laity in the Anglican Diocese of British Columbia. These trusts are used in many ways, including offering grants to members of the Diocese to participate in relevant educational and formation offerings and to support offerings that benefit multiple members of the diocese or broader church.

Organizers of educational events may complete the application requirements (page 2) and the application form (page 3). Applications may be submitted in hardcopy or via a pdf attachment by email.

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 are encouraged to explore all additional avenues for funding.

Applications for events or programs that have already been offered or will start the date the Committee 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 Committee. Please include a consent checkbox on your evaluation form that participants understand their evaluations will be shared with the Committee 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 [etc@bc.anglican.ca](mailto:etc@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 members of the diocese, including title, duration with dates, location, and sponsoring parish/clergy member.
- ☐ 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 Anglicans.
- ☐ A detailed budget showing the total costs of attendance, information on other sources of financial support, and the amount sought from ETC Funds.
- ☐ A draft of the evaluation form you will provide to participants at the conclusion of the event and then forward on to the Committee. 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 Committee within six months of the completion of their funded project and per the Organizers Report Form found on the diocesan website under Educational Trusts Committee.

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

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 ETC: \$ CAD

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

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

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

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

Signature of ETC Chair: \_\_\_\_\_

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

Please note that the signature of the chair 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