

APPLICATION FOR CONTINUING EDUCATION FINANCIAL ASSISTANCE
Board of Ordained Ministry, Iowa Annual Conference

Growth in competence and effectiveness through continuing education is expected of United Methodist Clergy and Diaconal Ministers. Through the Board of Ordained Ministry of the Iowa Annual Conference, financial assistance is available to assist the applicant in participating in organized educational and spiritual growth activities.

GUIDELINES FOR GRANTING CONTINUING EDUCATION ASSISTANCE

1. Continuing education financial assistance may be granted for participation in programs which further the applicant's personal and professional development and/or the relevant mission of the Church. In every case the continuing education program should be a quality experience involving real learning and growth.
2. Application must be made and approved prior to the starting date of the educational program.
3. An applicant should demonstrate personal commitment to the educational program by his/her own financial involvement.
4. Support of the Pastor Parish Committee or employing agency should be sought prior to applying for Conference funds. Documentation of such consultation is requested on the application.
5. Applicants must be ordained clergy serving under appointment, associate members serving under appointment, licensed local pastors serving under appointment (note: this funding is not available for required courses toward associate status), and Diaconal Ministers professionally employed in Iowa.
6. The program of continuing education must be approved by the Continuing Education Grant Coordinator.
7. The portion of expense to be considered for financial assistance shall be no more than the following percentages of the total cost not covered by other sources of funding, with a maximum of \$750 per applicant per calendar year.

90% when salary is less than	\$ 40,000
75% when salary is	\$ 40,000 - \$ 44,999
60% when salary is	\$ 45,000 - \$ 49,999
45% when salary is	\$ 50,000 - \$ 54,999
30% when salary is	\$ 55,000 - \$ 59,999
15% when salary is greater than	\$ 60,000

APPLICATION FOR CONTINUING EDUCATION ASSISTANCE

PART 1: PERSONAL HISTORY

Date _____

Last Name First Name Initial Telephone

Street Address City State Zip code

E-mail: _____

Appointment/Employment _____ District _____

Elder Deacon Local Pastor Diaconal Minister Associate Member

PART 2: DESCRIPTION OF CONTINUING EDUCATION PROJECT

Name of Project: _____

Dates: _____ Number of C.E.U.s available: _____

Sponsoring Institution: _____

Location of Project: _____

Brief description of the study project: (you may attach an event brochure if you wish):

How does this event enhance your personal goals for ministry?

How will your regular duties be handled during your absence?

Have you discussed this study project with your District Superintendent? _____

Do you have your Superintendent's approval? _____

PART 3: FINANCIAL APPLICATION

EXPENSES:

Tuition/registration fees (no books)

Lodging/Room and Board

Other (do not include books or travel)

A. Total expenses

AVAILABLE FUNDING:

Local Church continuing education

Other sources of Funding (District, Scholarships, etc.)

B. Total Available Funding

C. FUNDING NEEDED: (Subtract B from A)

Part 4: GRANT CALCULATION

GROSS ANNUAL INCOME

(Line 1 from Form I - Do not use the amount of your take-home pay)

GRANT PERCENTAGE ACCORDING TO INCOME (Guideline #7)

EDUCATION GRANT REQUESTED (% X line C)

TRAVEL:

_____ miles @ 15 cents per mile

Airfare:

Other Travel Expenses

Total Travel (not to exceed \$200)

\$ _____

TOTAL GRANT AND TRAVEL EXPENSE REQUESTED

(up to \$750 maximum annual total)

\$ _____

PART 5: PROCESSING INFORMATION

Date funds needed: _____ Application date: _____

Signature: _____

Please submit to:

lisa.larson@iaumc.org

or Lisa Steel
2301 Rittenhouse Street
Des Moines, IA 50321

Please review your application to
be sure it is complete and accurate.

Date Received: _____

Date Reviewed: _____

Applicant Notified: _____

Grant Awarded: _____