

# DIOCESE OF BATON ROUGE



## CATHOLIC EDUCATION TRUST FUND

**FUNDING YEAR – 2018 ~ 2019**

### APPLICATION

*Please Return the application to:  
By April 9, 2018*

*Attention: Dina Dow, Director  
Office of Evangelization and Catechesis  
Catholic Diocese of Baton Rouge  
P.O. Box 2028  
Baton Rouge, LA 70821-2028*

#### **INSTRUCTIONS FOR COMPLETING THIS GRANT APPLICATION:**

**(Applicant, please adhere to the requirements below to be considered for funding.)**

1. Only hard copies delivered by mail or in person will be accepted. **Please no fax or email.**
2. Only **one application per parish/apostolate** please.
3. Please use the fillable online documents and avoid handwritten applications.
4. Applications are to be submitted either by the DRE or Apostolate Director.
5. Applications require a letter from the pastor/administrator of the parish acknowledging and supporting the application.
6. Please use a separate sheet of paper for further explanations if necessary.
7. Completed *Projected Budget for Funding* Forms are to be sent with the applications showing projected costs.
8. Applications will be considered only if: (a) all of the information accompanies the application, (b) information is submitted by the application deadline.

**Applications are due in the Office of Evangelization & Catechesis  
By Monday, April 9, 2018**

**Parish Information:**

Church Parish: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Person completing the application: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Position: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Name of the DRE or person designated to coordinate the Religious Education Program:

\_\_\_\_\_

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**Children & Youth Formation**

**Enrollment:**

Elementary \_\_\_\_\_ High School \_\_\_\_\_ Sacramental Preparation: \_\_\_\_\_

Number of families in Religious Education Program \_\_\_\_\_

Is the parish part of a cluster? Yes \_\_\_\_ No \_\_\_\_

If yes, please list the all of the parishes in the cluster: \_\_\_\_\_

If yes, please indicate are applying \_\_\_\_ as one clustered or \_\_\_\_ as individual parish within a cluster

If yours is a clustered parish, does the religious education program function separately in each parish or are the programs jointly sponsored?

\_\_\_\_\_

If programs are combined, please explain.

\_\_\_\_\_

How is the Parish School of Religion funded?

\_\_\_\_\_

Is there a registration fee for PSR/PHSR? \_\_\_\_\_ Amount \_\_\_\_\_

Is there a registration fee for Sacramental Preparation: \_\_\_\_\_ Amount \_\_\_\_\_

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## Lay Professional & Catechist Formation

If requesting funds for Catechist Formation or Adult Faith Formation please indicate the program(s):

- \_\_\_\_\_ MAT Classes for Basic and/or Intermediate Certification (\$15/course)
- \_\_\_\_\_ MAT Classes for Enrichment Courses (\$15/course)
- \_\_\_\_\_ *Lay Formation Program* via Franciscan University of Our Lady (formerly Our Lady of the Lake College)\*
- \_\_\_\_\_ Graduate Studies for Lay Professional\*
- \_\_\_\_\_ Workshops
- \_\_\_\_\_ Conferences
- \_\_\_\_\_ OTHER

Approximate number of existing participants \_\_\_\_\_

Approximate number of anticipated participants \_\_\_\_\_

\*tuition costs for college courses may be found on the university website

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## Projected Budget for Funding Form

Please complete the enclosed *Projected Budget for Funding Form*, listing the materials, equipment, services required to implement the use of the funds.

**For example:** Make sure to include your source for identifying the cost item, ex. textbook catalog, publishers' price list. If ordering texts, please list the grade levels and number of textbooks for each

### On a separate sheet of paper:

Describe the project and state the purpose for which the parish/apostolate is making this application. Please be concise and specific in your description using no more than one page.

Please include a timeline for implementing the project and using the funds. (Please note: The deadline for use of the funds is **June 30, 2019**)

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## Total Funding Requested

Total amount of funding requested from CETF for the project: \_\_\_\_\_

## Signatures

### Applicant

To the best of my knowledge, the information given in this completed application form is correct.

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

\_\_\_\_\_  
Typed or printed name

\_\_\_\_\_  
Date

### Pastor

I have read this completed grant application and authorize the applicant to submit it to the Catholic Education Trust Fund.

\_\_\_\_\_  
Signature of Pastor/Parish Administrator

\_\_\_\_\_  
Typed or printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

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Revised 02/7/2018