



Clergy Assurance Fund Sabbatical Grant Application

The Clergy Assurance Fund offers grants of up to \$5,000 to Episcopal clergy currently serving in Pennsylvania for sabbaticals that have been preliminarily approved by their Bishop.

PROCESS

STEP ONE: The purpose of a sabbatical is to promote personal, spiritual, professional, and academic enrichment for continued ministry. You should submit a written description of the sabbatical plan to the Bishop no less than 90 days before the sabbatical commences.

STEP TWO: Once the Bishop approves your plan, please complete the form below as thoroughly as possible to aid in our evaluation of your request.

STEP THREE: Please **submit the completed application via email to your Bishop.** (The Bishop will forward it to the Clergy Assurance Fund for payment.)

Important! If you are awarded a sabbatical grant, you must submit a one-page report of your experience and a **copy of receipts for expenses covered by the grant.**



SABBATICAL GRANT REQUEST

GRANT REQUEST FORM

Clergy Name: _____

Address:

Phone Number *(best number at which to reach you for discussion of this request):*

E-mail Address:

1) Please give an executive summary of the sabbatical plan that been reviewed and approved by the Bishop.



SABBATICAL GRANT REQUEST

2) What total cost have you incurred or expect to incur?

3) What grant amount are you requesting?

4) Explain how you arrived at the amount in (2) above. Provide a breakdown of the costs, in as much detail as possible, and attach any supporting documentation (invoices, statements, etc.).

5) List any other forms of assistance you are receiving or seeking.