



The Diocese of Knoxville
Office of Christian Formation

Catholic Education Trust Fund – Fall 2016
Religious Education Application Form

Name of Parish _____

Parish phone number _____ Date of application _____

Person(s) requesting funds _____

their contact information (phone, email)

and their relationship to the parish _____

Funding amount requested \$ _____

Will trust fund monies fully finance this project or will other monies be used as well?
(check one)

Please note that your application will be rated on a scale of 1 (low) to 3 (high) using the following criteria:

- **Financial status of parish**, which may also include the % of parish budget that is used to support parish religious education programs. (This ranking will be determined by the diocesan Finance Officer.)
- **Value of proposed project toward parish** (i.e. how many parishioners will be served, long-term effect of funding, how this may benefit other parishes in the diocese, etc.)
- **Clarity of budget and purpose for specific item(s) requested** in application
- **Connection between application for funding and parish religious education and/or adult faith formation endeavors in the parish**
- **Explanation of expected outcomes** for funding
- **Compliance of application form with criteria stated on the form, including:**
 - **Explanation of how this request will benefit the parish community and why this need won't be met without additional funding**
 - **Itemized budget** of the estimated costs to fund this request (Each parish will generally be limited to \$5,000 total for annual requests)
 - **Stewardship plan to share outcome results** for this funded project (who, what, where, when and how parish is enriched by project; such as professional competencies)

- developed, examples of how resources will be used, increased participation in parish programs, future funding if program will continue beyond this fiscal year, etc.)
- **Competency with completion of application form and submission by deadline date of September 26, 2016.**

Description of project requesting funds and itemized budget (to be typed using the space allocated below or a typed single page attached to this form). **Be specific, be concise and carefully refer to criteria listed on first page of this form.**

Pastor approval and agreement to project: yes no

Pastor's signature: _____

- Applications for October 2016 funding **MUST** be submitted by September 26, 2016.
- NOTE: Funds approved in October 2016 **MUST** be used by December 31, 2017.