



# The Diocese of Knoxville

Office of Christian Formation

## Catholic Education Trust Fund – Spring 2018 Religious Education Application Instructions

- Please refer to the enclosed “Religious Education Application Form” for the specific criteria that will be used to rate each application.
- Every application must be approved by the Pastor. Applications should be filled out electronically and mailed/emailed to Fr. Richard Armstrong (address below). **All applications must be typed.** DRE: please note that it is important to allow the pastor sufficient time to review the application and to consider how your request compares to other applications that may also be submitted from the parish.
- All applications will be ranked according to their compliance with the criteria stated on the application form. It is important that project descriptions are written in clear and concise language. **If you have supporting materials or documents, please make sure they are directly relevant to your project request.**
- **Each parish will have one year to use approved funds, so money approved in May 2018 must be used by June 30, 2019.**
- Applications for May 2018 funding must be received by **April 30, 2018**. No exceptions.
- Completed applications should be sent to Fr. Richard Armstrong, Office of Christian Formation, Diocese of Knoxville, 805 S Northshore Drive, Knoxville, TN 37919. The email address is [rarmstrong@dioknox.org](mailto:rarmstrong@dioknox.org).
- **Funding** will be recommended based on the following:
  - **Compliance with mission of Catholic Education Trust Fund** to provide monies for religious education projects that could not be achieved without outside assistance
  - **Financial condition of parish**
  - **Stewardship plan** that helps us as a diocese use the Catholic Education Trust Fund in ways that will benefit others both now and into the future
  - **Pastor support and approval**
  - **Availability of funds**
- **Final funding recommendation** will be determined by the Board of Trustees for the Catholic Education Trust Fund and approved by the bishop.