

TABOR FUND GRANT PROGRAM GUIDELINES

History

The Tabor Fund Grant Program was established to continue the mission of Tabor House Consultation Center and to be a resource to assist in the serving the spiritual, physical, emotional and intellectual needs of the employees, religious and laity involved in pastoral ministry in the Diocese of Cleveland.

The Committee judges applications based on the ways in which it aids the minister(s) in refocusing, refreshing and re-energizing their spirituality, faith, mind and/or physical well-being, fostering personal development and improving their ministry.

Eligibility

1. Tabor grants are available to any bona fide employees (paid or volunteer), lay, and religious who work in any recognized ministry within the Catholic Diocese of Cleveland; this includes parishes, religious orders, recognized ministries and offices of the Diocese. While clergy cannot receive individual awards, they may participate in Tabor Grant Award initiatives.
2. All materials, retreats, and events must be developed and conducted by a recognized Catholic entity or group of entities consistent with the moral and social teaching of the Catholic Church.
3. First time requests will receive first priority in funding.
4. Individuals with access to continuing education funds by virtue of employment or appointment are not eligible for Tabor Fund Grants.
5. Individuals may apply for up to four (4) programs within a twelve (12)-month period. Upon receipt of a grant award they must wait twelve (12) months to apply again.

Types of Grants

1. **Education and Formation:** Seminars, conferences and other educational experiences will be considered on a case-by-case basis. Applicants must clearly demonstrate how the conference will be used for ministry renewal. For example: a conference to combat compassion fatigue is a good fit for a Tabor Fund Grant.
2. **Sabbaticals:** For the support of individual ministers in an opportunity for respite. The period of the sabbatical must be more than 30 days.
3. **Retreats:** Organized retreats led by others, or development of staff retreats. The period of the retreat must be 30 days or less.

The Following Types of Requests Will Not Be Considered

1. Grant awards cannot be used to complete an educational class, course, curriculum or any requirement for certification/graduation or professional development.
2. Reimbursement for past sessions.
3. Hosting fundraisers.
4. Multi-year or renewable support. Grants are awarded for one-time support only.

Additional Details

1. All pages of the application must be completed. Incomplete applications will not be eligible for consideration.
2. Applications must be signed by the pastor, principal or director of the organization for which the applicant works or volunteers.
3. The maximum amount for any grant award is \$1500.00
4. Any unexpended grant funds must be returned to the Tabor Fund.
5. Grant awards for incoming guest speakers can only be applied to travel expenses.
6. Grantees must provide a project summary report within 30 days of using the Grant Funds Project Report. Failure to do so will impact future requests.
7. Sharing of educational materials with Diocesan colleagues and fellow parishioners is encouraged.

Collaborations

The Committee strongly encourages collaborative initiatives between retreat and wellness centers that bring together clergy, religious and lay ministers by providing geographic and chronological opportunities to partake in enrichment programs. All collaborative initiatives MUST include letters from the heads of all collaborating parties committing to the initiative. These types of initiatives will receive priority consideration.

Grant Application Deadlines

Cycle A	March 15	Funding decisions will be made in late April
Cycle B	September 15	Funding decisions will be made in late October

*If the deadline falls on a weekend, you have until the following Monday to submit your application.

To Apply

E-mail your completed application form to Christina Wilson at cwilson@catholiccommunity.org

Or mail to: The Catholic Community Foundation
Attn: Christina Wilson
1404 E. Ninth Street, 8th Floor
Cleveland, OH 44114

Questions?

Contact Christina Wilson at cwilson@catholiccommunity.org or (216) 696.6525 x4080

TABOR FUNDS GRANT APPLICATION FORM

APPLICANT NAME _____		
HOME ADDRESS _____		
CITY _____	STATE _____	ZIP CODE _____
PHONE _____	EMAIL _____	
PARISH/ORGANIZATION _____		
AFFILIATION/POSITION _____		MINISTRY _____
IF AWARDED, CHECK SHOULD BE MADE PAYABLE AND SENT TO:		
ORGANIZATION OR NAME _____		
ADDRESS _____		
CITY _____	STATE _____	ZIP CODE _____

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Amount requested: _____

Session title: _____

Session date and location: _____

Session format (i.e. seminar): _____

Anticipated number of attendees: _____

Names of presenters or facilitators: _____

Identify collaborators, if any: _____

Please briefly describe the session topics, objectives, and target populations, and explain how this will promote your growth and well-being. You may write on a separate page if necessary or include an official program flier or description.

By signing below, I certify the applicant listed above is a bona fide employee (paid or volunteer), lay or religious and works in a recognized ministry actively serving the Catholic Diocese of Cleveland.

Pastor, Superior, Director, Principal (print)

Signature

Date

BUDGET FORM

List expenses and revenue in the following categories. This BUDGET FORM must be accompanied by the BUDGET NARRATIVE (page 5) which provides an explanation for each item listed.

A. EXPENSES

1. Personnel Expenses

- | | | |
|----|----------------------|----------|
| a. | Consultants/Speakers | \$ _____ |
| b. | Stipends | \$ _____ |
| c. | Other | \$ _____ |

Total Personnel Expenses	\$ _____
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2. Non-Personnel Expenses

- | | | |
|----|--------------------------------------|----------|
| a. | Rental Costs | \$ _____ |
| b. | Conference Support | \$ _____ |
| c. | Food | \$ _____ |
| d. | Supplies | \$ _____ |
| e. | Mileage (\$.54 beyond 25 mi. radius) | \$ _____ |
| f. | Travel* | \$ _____ |
| g. | Registration Fees | \$ _____ |
| h. | Living Expenses | \$ _____ |
| i. | Books/Subscriptions | \$ _____ |
| j. | Copying Fees | \$ _____ |
| k. | Total Event Fee (per person) | \$ _____ |
| l. | Other | \$ _____ |

Total Non-Personnel Expenses	\$ _____
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TOTAL EXPENSES	\$ _____
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B. REVENUE

- | | | |
|----|-----------------------------|----------|
| a. | Tabor Funds | \$ _____ |
| b. | Registration Fees | \$ _____ |
| c. | Personal Contribution | \$ _____ |
| d. | Parish Contribution | \$ _____ |
| e. | Congregation Contribution** | \$ _____ |
| f. | Other _____ | \$ _____ |
| g. | Other _____ | \$ _____ |

TOTAL REVENUE	\$ _____
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* Travel expenses will only be considered for the fees of an incoming guest speaker.

** The Tabor Fund Grant Award Committee acknowledges monies might be available from applicant's respective communities. Please indicate this amount on both the Budget form and Budget Narrative.

BUDGET NARRATIVE

Please provide a detailed explanation of every budget line-item requested on the BUDGET FORM (page 4). Use additional pages if necessary.

LINE ITEM	EXPLANATION
PERSONNEL EXPENSES	
Consultants/Speakers	
Stipends	
Other	
NON-PERSONAL EXPENSES	
Rental Costs	
Conference Support	
Food	
Supplies	
Mileage	
Travel*	
Registration Fees	
Living Expenses	
Books/Subscriptions	
Copying Fees	
Total Event Fee (per person)	
Other	
REVENUE	
Tabor Funds	
Registration Fees	
Personal Contribution	
Parish Contribution	
Congregation Contribution**	
Other	
Other	

* Travel expenses will only be considered for the fees of an incoming guest speaker.

** The Tabor Fund Grant Award Committee acknowledges monies might be available from applicant's respective communities. Please indicate this amount on both the Budget form and Budget Narrative.