

**TABOR FUNDS
APPLICATION FORM: RETREAT GRANTS**

APPLICANT NAME _____

HOME ADDRESS _____

CITY _____ **STATE** _____

ZIP CODE _____ **COUNTY** _____ **EMAIL** _____

TELEPHONE NUMBER () _____

MINISTRY _____

PARISH/ORGANIZATION/AFFILIATION

PRIMARY CONTACT _____

TELEPHONE NUMBER () _____

AMOUNT REQUESTED: \$ _____

IF AWARDED, CHECK PAYABLE TO: _____

Tabor Fund Grant Program 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 Tabor Fund Retreat Grants - allows individual ministers to take time away from ministry to refresh and reenergize the minister in order them to continue to improve their ministry. The period of retreat must be 30 days or less. Funds will be supplied for one calendar year.

Examples of Previously Retreat Grants

- A Silent Retreat at the Abbey of the Genesse
- A 3-Day Retreat based on the Spiritual Exercises of St. Ignatius of Loyola

Please note: Individuals with access to continuing education funds by virtue of employment or appointment are not eligible for Tabor Fund Grants and travel expenses will only be considered for an incoming guest speaker.

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 (Please Print)

Signature

Date

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Please succinctly describe in one-page:

- The amount you are requesting and how Tabor funds will be allocated.
- Provide the Subjects(s)/Topic(s) and objectives of the retreat.
- The date(s), time(s), location(s) and format of the retreat.
- Tentative presenters and/or facilitators.
- Provide the total cost/registration fees of the retreat.
- How the retreat will enrich, strengthen, promote growth and/or well-being of attendee.

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Grant Application Deadline:

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.

Applications may be mailed to:

THE TABOR FUND
Catholic Community Foundation
Attn: Jean Ann Montagna
1404 E. Ninth Street, 8th Floor
Cleveland, OH 44114

Questions may be directed to: Jean Ann Montagna at (216) 696.6525, or 800-869-6525 x 8070
jmontagna@catholiccommunity.org

BUDGET

List your expenses and revenue in the following categories. This Budget form must be accompanied by the Budget Narrative, which provides an explanation for each item listed.

A. EXPENSES

Amount \$

1. Personnel

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

Total Personnel	\$ _____
------------------------	-----------------

2. Non-Personnel

- | | | |
|----|---|-------|
| 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 Retreat/Education
Fee (per person) | _____ |
| l. | Other | _____ |

Total Non-Personnel	\$ _____
----------------------------	-----------------

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 are available for Retreats 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. This Narrative must accompany the Budget form. Use additional pages if necessary.

<u>LINE ITEM</u>	<u>EXPLANATION</u>
EXPENSES	
PERSONNEL	<i>For Education and Formation Initiatives</i>
Consultants/Speakers	
Wages/Stipends	
Other	
Other	
NON-PERSONNEL	
Rental Costs	
Conference Support	
Food	
Supplies	
Mileage	
Travel	
Registration Fee for Sabbatical or Retreat	
Living Expenses	
Books/Subscriptions	
Copying Fees	
Total Retreat/Ed Fee (per person)	
Other	
REVENUE	
Tabor Funds	
Registration Fees	
Personal Contribution	
Parish Contribution	
Congregation Contribution	
Other	
Other	