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**DIocese OF SPRINGFIELD IN ILLINOIS**  
**REQUEST FOR DISTRIBUTION OF FUNDS FROM THE**  
**RELIGIOUS EDUCATION AND GATECHIST FORMATION ENDOWMENT**  
**CATECHIST FORMATION GRANT**

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Catechetical Leadership Personnel (Directors or Coordinators of Religious Education) of our diocese assist parents in their role as the primary educators of their children. DREs and CREs do this by coordinating and directing various religious education programs in the parishes of the diocese. These programs assist parents and all adult parishioners in their own faith development as well as the faith development of youth. Also, these DREs/CREs are responsible for the training of the catechists – those who actually teach and share their faith with the participants of parish catechetical programs – by providing catechists formation opportunities.

It is essential that our parishes have qualified personnel to achieve all the responsibilities of the administrative position of Director or Coordinator of Religious Education. It is also equally essential that the catechists of our parishes be qualified to share their faith and the teachings of the Catholic Church with conviction and accuracy.

**Harvest of Thanks, Springtime of Hope Capital Campaign:**

To assist in the formation of catechetical leaders and catechists for their respective roles, an endowment for Catechist Formation and Religious Education was created through the *Harvest of Thanks, Springtime of Hope* capital campaign. Money from this endowment is available to:

- ◆ Assist in the professional training of the Catechetical Leadership Personnel of the diocese;
- ◆ Support catechists in attaining or advancing their certification in the Diocesan Catechist Formation Process;
- ◆ Supply media and catechetical/adult enrichment materials; and
- ◆ Enrich programs for adult faith formation

**Rationale:**

Two of the areas that the Diocese of Springfield in Illinois named in the case statement of the *Harvest of Thanks, Springtime of Hope* campaign as worthy of endowment monies are **catechist formation** and **adult faith formation**. The Office for Catholic Education is responsible for administering monies for projects that advance formation opportunities in either of these categories. The **Catechist Formation Grant** has been created to help distribute these monies.

The intention of these grants is to help fund innovative and effective efforts at the parish level that will foster and sustain adult formation as part of the larger catechetical mission of the parish. Grant money could be used for staff development, catechist formation, or leadership development. Grants will not be awarded for salaries, capital improvements, previously purchased items, participant costs to/from an event, or non-catechetical costs such as hospitality for participants and/or the planning team. Requests for media or supplemental materials for adult formation should be made on the **Media and Enrichment Materials Grant** available from the Office for Catholic Education.

### Eligibility:

- Grants will be awarded to parish efforts that fulfill a **definite catechetical plan** for catechist formation or adult faith formation that helps in attaining and advancing certification in the Diocesan Catechist Formation Process.
- This catechetical plan must include specific goals the project seeks to accomplish.
- Funding for reasonable speaker expenses such as stipends, travel, lodging and meals, may be eligible for funds.
- Expenses for non-catechetical aspects of a catechetical project are not eligible – e.g. venue fees, participant lodging, meals or travel, or other expenses that are not catechetical in nature.
- Other ineligible expenses include salaries, capital improvements, previously purchased items, participant costs to/from an event, or hospitality costs for participants and/or planning team.

### Procedure:

- Applications for the **Catechist Formation Grant** will be mailed to pastors and parochial administrators in November and be available on the diocesan website.
- Completed applications must be received by the Office for Catholic Education by **March 15**.
- A committee coordinated by the Office for Catholic Education will review all applications by **April 15**.
- Notification of the review committee's decision will be sent to the applicant by **April 30**.
- Parishes receiving an award will receive an agreement form which must be completed and returned by **May 31** before funds can be issued.
- A **final report** about the project funded must be completed and submitted to the Office for Catholic Education by the end of the fiscal year in which the project was implemented along with any unused funds.
- The Office for Catholic Education will complete an **annual report** of the amount of grant money dispersed to parishes and a summary of the projects these grants helped fund.

### Regulations:

- All requests for grants must be submitted on the application form provided.
- All applications should be type written or clearly printed in ink. A fillable PDF version is available.
- Documentation should be included with the application to show how amounts were determined.
- Applications must be **received by March 15** for consideration.

### Other Information:

- Parishes may submit one **Catechist Formation Grant** application per year. Additional applications from other programs of the Religious Education and Catechist Formation Endowment are permitted.
- Awards are based on funds available and number of qualified applications received, therefore, partial grants may be awarded.
- The proposed project(s) must outline a plan that helps catechists earn credit toward certification in the Catechist Formation Process.
- Individual applications for the **Catechist Formation Grant** should not exceed \$1,000.
- Grants for catechetical materials (e.g. subscriptions, DVDs, books, etc.) should be requested on the **Media and Enrichment Materials Grant** application.
- If it becomes necessary to change the original plan after a grant is awarded, the Office for Catholic Education must approve prior to implementing the change.
- New grants will not be awarded until the previous grant is completed and final report submitted to the Office for Catholic Education.

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## Religious Education and Catechist Formation Endowment

### 2023 – 2024 Catechist Formation Grant Application

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Please Type or Print:

Parish \_\_\_\_\_

Pastor/Parochial Administrator \_\_\_\_\_

Project Coordinator \_\_\_\_\_

Coordinator's Title/Position in Parish \_\_\_\_\_

Parish Address \_\_\_\_\_

City \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Application completed by \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Pastor/Parochial Administrator Signature

**Application must be received by March 15, 2023**

Catechist Formation Grant Committee  
 c/o Office for Catholic Education  
 Diocese of Springfield in Illinois  
 1615 W. Washington St.  
 Springfield, IL 62702-4757  
 catechesis@dio.org

FOR OFFICE USE ONLY	
Date grant received:	
Eligibility verified:	
Committee review:	
Application disposition:	
Award letter sent:	
Check request submitted:	
Agreement letter returned:	
Check mailed:	
Final report received:	
Annual report submitted:	



I. Project Title: \_\_\_\_\_

II. Amount Requested: \_\_\_\_\_

III. Briefly describe the project, illustrating how the project will help catechists attain and advance their certification in the Diocesan Catechist Formation Process.

IV. What are the goals of the project? How will these goals be measured?

V. Outline your project budget, attaching documentation that shows how expenses are estimated and other sources of income for the project. Documentation can be contracts from guest speakers, a price point from a vendor website, etc.

*Attached additional pages if necessary*