

# Emmaus Program Participants Applying for Grant Funding

From our website Click on [Apply Now](#)

The screenshot shows the Diocese of Green Bay website. At the top, there is a navigation bar with links for DEPARTMENTS AND OFFICES, VOCATIONS, PROTECTING OUR CHILDREN, PARISH RESOURCES, EVENTS, DISCIPLES ON THE WAY, and CONTACT US. Below this is the Diocese of Green Bay logo and a search bar. A secondary navigation bar includes links for BISHOP'S OFFICE, CANONICAL SERVICES, CATHOLIC CHARITIES, CATHOLIC FOUNDATION, COMMUNICATIONS, DIVINE WORSHIP, EDUCATION, and FACILITIES & PROPERTIES. A third navigation bar includes HUMAN RESOURCES, FINANCE & ACCOUNTING, MARRIAGE, FAMILY, PRO-LIFE, MINISTRY FORMATION, NEW EVANGELIZATION, and PARISH PLANNING & PASTORAL SERVICES. On the left, there is a sidebar menu for Ministry Formation, including links for Delegate for Religious, Diocese of Green Bay Interactive Calendar, Diaconate, Priests & Pastoral Leaders, Safe Environment | Protecting Our Children / Individuals at Risk, Vocations, Lay Ministry, Association of Pastoral Ministers (APM), and Becoming a Pastoral Associate. The main content area is titled 'Applying for Grant Funding' and features two columns: 'Instructions' and 'DON'Ts'. An orange arrow points to the 'Apply Now' button in the 'DON'Ts' column.

Select the Lumen Christi Grant Application

## Catholic Foundation *for the Diocese of Green Bay, Inc.*

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### Grants

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- [Lumen Christi Grants](#)
- [Types of Grants](#)
- [How To Apply](#)
- [How To Submit Your Grant Report](#)

## How To Apply

The Catholic Foundation distributes grants both to qualified individuals as scholarships or to Catholic parishes, schools, Catholic entities and other charitable organizations that do not conflict with Catholic teachings.

Applications are accepted from October 1 to December 1. Your grant application must be submitted to the Foundation by December 1 to receive consideration for funding in the upcoming year. Distributions are reviewed and approved by the board of directors at their March meeting. All distribution checks are mailed by June 30.

If you have questions on Catholic Foundation grants, please e-mail the Catholic Foundation.

- [Advancing the Mission – Evangelization Grant Application](#)
- [Advancing the Mission – Lifelong Catechesis Grant Application](#)
- [Advancing the Mission – Leadership Development Endowment Grant Application](#)
- [Catholic Foundation Grant Application](#)
- [Lumen Christi Grant Application](#)

Read information and Scroll Down



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## Lumen Christi Grant Application

The Lumen Christi Fund is a limited resource. In keeping with the true intent of the fund, the Advisory Board has allocated a percentage of funds to be provided to leaders and future leaders in the catechetical ministry, whether in religious education or a school program. This portion of the funds has been designed to provide people with at least the minimum educational background necessary to function in their role/position/job. Reimbursements will be made at a rate of no more than 80% of the average payment level of Silver Lake College, Marian College for school administration and St. Norbert College for theology. Lumen Christi's funds will be distributed in priority order as long as money is available:

1. Anyone accepted into any of the Lay Ministry Formation Programs for Faith Formation and Youth Ministry will receive funding for required courses only until they have been certified. **(Please be advised that funding is limited and if you can afford to pay any portion on your own please do so, subsequently others of limited means will have monies available to them.)**
2. Any person accepted into the Lay Ministry Formation Programs for pastoral ministry, worship/liturgy would receive funding for required courses only until they have been certified and as long as funds are available.

### DEMOGRAPHIC INFORMATION (Step 1 of 4)

Enter **YOUR** personal information.

Step 1 of 4

25%

#### YOUR INFORMATION

Date \*

10 4 2017

Name \*

John Doe

Address \*

1825 Riverside Drive

Street Address

Green Bay Wisconsin

City

State

54301

ZIP Code

Phone \*

(920) 272-8289

Cell Number

Email \*

layministry@gbdioc.org

Email address where your application will be sent

Parish and Location

St Joseph's Chapel, Green Bay

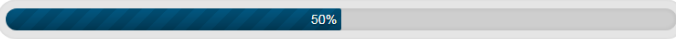
Click **NEXT** to continue

Next Save and Continue Later

# PROGRAM INFORMATION (Step 2 of 4)

## Enter EMMAUS Program Information

Step 2 of 4



### YOUR PROGRAM

Indicate below the program for which you are requesting a scholarship:



Select Track(s)

EMMAUS Program, Catholic Diocese of Green Bay

EMMAUS Program

- Faith Formation
- Pastoral Ministry
- Youth Ministry
- Liturgy

Masters in Educational Administration

College/University

Masters of Theological Studies

College/University

Individual Courses

College/University

If this is a degree program, attach a copy of the letter of acceptance to the mailed copy of the application

Degree Completion Program (Please use Leadership Development grant application)

Check box if you are a current grant recipient.

Check the box if you have received a scholarship in the past.

Click **NEXT** to continue

Previous

Next

Save and Continue Later

## EDUCATION AND WORK EXPERIENCE (Step 3 of 4)

Enter your educational history.

Step 3 of 4

75%

### EDUCATIONAL BACKGROUND

How many schools have you attended?

One

Change number if you attended college.

List the name and location of high school and university/college attended:

Institution 1

East High

From / To

Grad. Date & Degree

Major/Minor

Enter Teaching Experience

### CERTIFICATE/LICENSURE HELD: Teacher/Administrator

Are you a school teacher or administrator?

- Yes  
 No

### YOUR EXPERIENCE

How many teacher/administrator positions have you held? (School or Faith Formation)

One

Change number if more than one.

Name and Location of School/Parish 1

Subject or Grade Taught or Admin. Position

Dates

Enter Work Experience

### WORK

Share with us your work/volunteer experience?

One

Change number if more than one.

WORK OR VOLUNTEER EXPERIENCE: Positions held outside the educational/catechetical field:

Work/Volunteer Name and Location 1

Position

From / To

# Enter Profession Involvements

## PROFESSIONAL ORGANIZATIONS/INVOLVEMENTS

Please describe your EDUCATIONAL/SPIRITUAL EXPERIENCES: (Retreats/In-Service days, workshops etc.)

Discipleship Seminar  
Evening of Reflection

43 of 1400 max characters

Only select if you applied for this grant last year.

If this is a continuation of the same program, please check the box, skip this section of the application and click next.

1. How are you qualified to accept a leadership role in Catholic education/faith formation? Describe any aspect or experience, which would be an asset for the position you will be filling.

0 of 1600 max characters

New participants must complete this section.

2. How important do you consider your own Christian attitudes, beliefs and practices in your role as a leader?

0 of 1600 max characters

3. Write a brief statement stating how you would use Lumen Christi funds for professional development.

0 of 1600 max characters

Previous

Next

Save and Continue Later

Click NEXT to continue

## COURSE INFORMATION (Step 4 of 4)

Utilized **Projected Annual Plan** you received after your fall review to complete this section. Back page will have the breakdown of courses per semester.

Enter course information for each semester

Step 4 of 4

100%

In the spaces below, provide the details of the educational programs to be taken during the grant year which would permit you to pursue your goals. Include title, course numbers, credits, and tuition for classes. Please refer to Guidelines for specific details of what is/is not covered. Please note: Class fees, exam fees and books are NOT covered by Lumen Christi grants.

You MUST notify us when changes are made within the specified year to ensure payment of approved grant.

I plan to take courses during the following semester(s): \*

Select **ALL** Semester(s) you will be taking courses next Academic Year.

- Summer
- Fall
- Spring

### Summer (June - August)

Year

How many Summer courses will you be taking?

College/University 1

Course Name and Number

Number of Credits

Course Fee Per Credit

New Academic Year starts in Summer.

### Fall (September - December)

Year

How many Fall courses will you be taking?

College/University 1

Course Name and Number

Number of Credits

Course Fee Per Credit

Change number if taking more than one course.

Leave this empty  
New amount currently unknown/undetermined

### Spring (January - May)

Year

How many Spring courses will you be taking?

College/University 1

Course Name and Number

Number of Credits

**NOTE**  
This is **NOT** the Spring semester coming up in the new calendar year.  
  
This is the Spring semester for the new ACADEMIC Year.

### Application Authorization

I acknowledge that the information provided herein is accurate. I also affirm my commitment to serve/work in the Diocese of Green Bay for three years after leadership training and to further the education/catechetical mission of the Roman Catholic Church.

Date

Applicant Signature

Date

Pastor/Pastoral Leader Signature

Pastor/Pastoral Leader Print Name

### How to Submit My Application

1. Please click submit after the form is completed.
2. You will automatically be forwarded to a thank you web page.
3. You will receive an email at the address you enter in the form thanking you for completing your application and providing additional instructions. Attached to this email will be a PDF copy of your completed application.
4. You will need to open the attachment and print out the application. Sign the printed copy and bring it to your Pastor/Pastoral Leader for their signature. Your application will not be processed until we receive the signed copy.
5. Mail the signed and completed form to the Catholic Foundation - Lumen Christi, PO Box 2128 Green Bay, WI 54705-2128.
6. If you have any questions please call Cindi Brawner, Executive Director at 877-509-5580 ext. 1173 or (920) 272-1173, catholic.foundation@gbdioc.org.



**NOTE**  
Different submission process for Emmaus Participants.  
  
**DO NOT** send application to the Catholic Foundation.  
  
Follow instructions below.

[Save and Continue Later](#)

Click **SUBMIT** to continue

You should be rerouted to the Confirmation Page

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## Lumen Christi Grant Confirmation

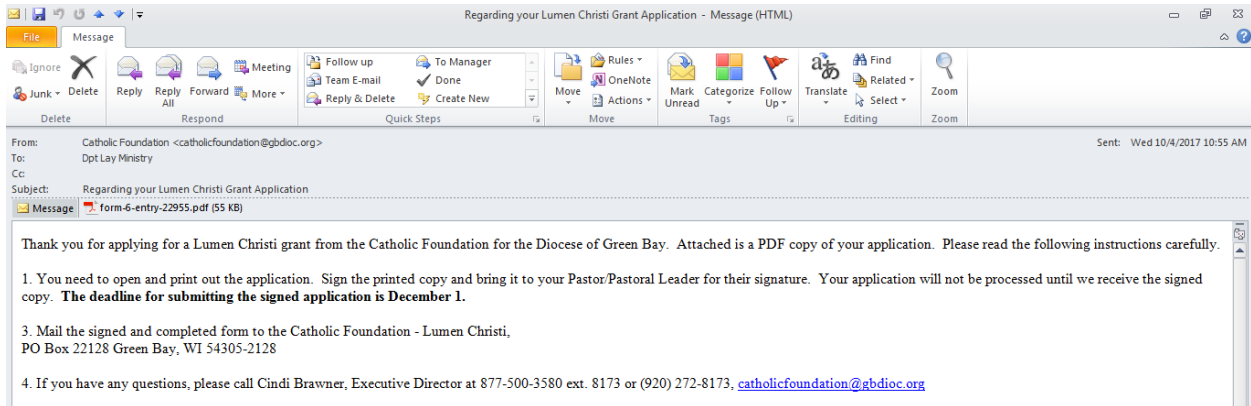
Thank you for applying for a Lumen Christi grant from the Catholic Foundation for the Diocese of Green Bay. Please read the following instructions carefully.

1. You will receive an email from the Catholic Foundation at the address you provided, thanking you for completing your application and providing additional information. The email will be a PDF copy of your application.

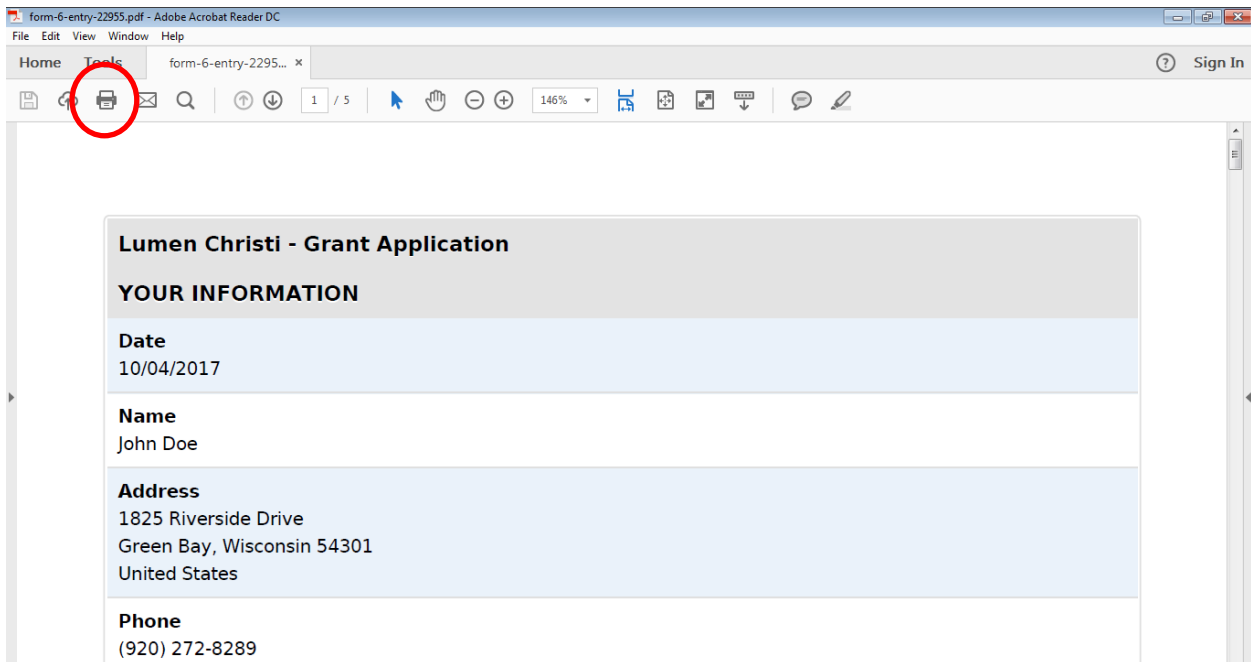
2. You will need to open and print out the application. Sign the printed copy and bring it to your Pastor/Pastoral Leader for their signature. Your application will not be processed until we receive the signed copy. **The deadline for submitting the signed application is December 1.**

**NOTE**  
Program deadline is sooner to allow processing time for December 1<sup>st</sup> deadline.

## CHECK YOUR EMAIL AND OPEN ATTACHMENT



## PRINT APPLICATION





## SIGN APPLICATION

Manually Sign application(last page)

- Use **Blue** or **Black** ink
  - No pencil or red ink
- NO Digital Signature
  - Typing your name is okay but a manual signature must also be present

Have your Pastor/Pastoral Leader sign your grant application

Date	11/04/2017
Applicant Signature	<i>[Handwritten Signature]</i>
Pastor/Pastoral Leader Signature	<i>[Handwritten Signature]</i>
Pastor/Pastoral Leader Print Name	Fr. Daniel Schuster

## RETURN APPLICATION

**DO NOT** send it to the Catholic Foundation – this could delay your process.

Return completed and signed application to our office **before November 10<sup>th</sup>**  
Program Director will review application for accuracy and pre-approve application if participant is continuing in the Emmaus Program. Then it will be forwarded to the Catholic Foundation before their deadline.

- Email
  - Scan and email to [layministry@gbdioc.org](mailto:layministry@gbdioc.org)
- Fax
  - 920-272-8431
- Drop off
  - Diocese of Green Bay
  - Chancery
  - 1825 Riverside Dr
  - Green Bay, WI 54301
  
  - Mondays-Thursdays between 7:45 AM and 5 PM
  - Fridays between 7:45 AM and 12:15 PM
- Mail
  - Diocese of Green Bay
  - Attn: Lay Ministry Formation Department
  - PO Box 23825
  - Green Bay, WI 54305-3825

Keep a Copy for your records