

**ANGLICAN CHURCH OF CANADA
DIOCESE OF OTTAWA**

APPLICATION FOR A BURSARY

The Diocesan Process

Thanks to various estates, the Diocese of Ottawa has a limited amount of bursary money to assist in clergy's continuing education. The Board of Continuing Education receives and reviews applications and makes recommendations to the trustees of the estates. The release of bursary assistance is their prerogative.

Because the funds are limited, the Board and trustees may not be able to respond to all requests or amounts required. Clergy are advised to plan well ahead of the educational event, submit an application as soon as possible and also examine other funding sources. Priority will be given to "professional" and "academic" programmes as well as language training. Of lower priority will be conferences, research programmes, and "soft" events, e.g. CANTESS.

Due to estate stipulations there is, at present, more assistance available to those with ten years and over in ordained ministry. While this may change if new money is received, those with less service should anticipate relatively smaller and fewer grants.

Priority for bursary assistance will be given to those who have not yet received one from this source.

Guidelines and Information

1. Applicants must have been ordained for no less than three years and intend to use their training in the service of the Church.
2. Retired and non-stipendiary clergy are eligible for bursaries.
3. Applicants considering a career change must seek vocational counselling and may make application for this purpose. The Bishop's recommendation is required.
4. Applicants must use the entire balance of their Continuing Education Funds before applying for a bursary. The chairperson of the Board of Continuing Education or the Director of Administration can advise you on your accumulation and other entitlements from the Continuing Education Canon and programme. Retired clergy are advised that they may access their accumulation up to three years after retirement.
5. The Board of Continuing Education can advise concerning National Church bursaries and provide application forms. These too are limited but are available to clergy, theological students, professional and other lay ministers.

6. There are various levels of continuing education events. Each level involves different requirements in the application process (see the Clergy Personnel Policy):
- a) **Occasional short events or part-time studies**
While some of these may be expensive and be appropriate for bursary grants, most are not and can well be covered from your own Continuing Education money.
 - b) **Study Leave**
According to the Continuing Education Programme of the National Church, all clergy are entitled to a study leave of six weeks every five years. The salary-paying source continues to pay the clergy during this leave. Such leave cannot be accumulated, i.e. you cannot claim twelve weeks after ten years, etc. However, it can be taken by instalment (reference: General Synod Canon 12-4). Such leave is an entitlement but requires the approval of your Archdeacon or immediate supervising officer. For all types of study leave, the applicant is responsible for the coverage of his/her ministry. Advice may be sought from your immediate superior, Archdeacon, or the Board of Continuing Education.
 - c) **Sabbaticals**
These are defined as any event/programme over six weeks. You should acquaint yourself with the diocesan study leave and sabbatical policy and with Continuing Education grants over and above your accumulation before applying for a diocesan bursary. A sabbatical requires the Bishop's approval.

Members of the Board of Continuing Education are available for study/sabbatical leave planning and for the provision of information concerning policy, funding, coverage, and programmes.

7. **Deadlines for bursary applications**
Various factors make it difficult to respond to last-minute applications. These must be received at least six months in advance of the event. Board meetings called to review applications usually meet February 1, June 1, and September 1. Planning well in advance is important, and one should not count on a bursary until it is received.
8. All applications for bursaries and for your accumulation in the Continuing Education Fund should be sent to:

The Rev. Canon John Bridges
Registrar - Board of Continuing Education
Diocese of Ottawa
20 Young Rd.
Ottawa, ON K2L 1W1

**ANGLICAN CHURCH OF CANADA-DIOCESE OF OTTAWA
APPLICATION FORM - BURSARY**

To be completed by the applicant and returned to:

The Rev. Canon John Bridges
Registrar - Board of Continuing Education
Diocese of Ottawa
20 Young Rd.
Ottawa, ON K2L 1W1

Name of Applicant:

Address: (home)

Telephone:

Address: (work)

Telephone:

Date of Ordination:

Status: Full-time/paid.....Non-Stipendiary.....Retired.....Other.....

Please describe the programme for which the bursary is intended:

When:

Where:

Programme:

Description: (You may submit other documentation as well.)

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Estimate of expenses for the programme

Tuition and incidental fees \$

Accommodation \$

Travel, moving, etc. \$

Food \$

Books and materials \$

Other expenses (please specify) \$

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Estimate of total expenses \$

Sources of Revenue

Cash on hand for studies (if any) \$

Amount in Continuing Education Plan \$

Parish/Ministry contribution \$

Other scholarship, bursaries, awards \$

Other sources (please specify) \$

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If you are planning to undertake remunerative employment during the leave (e.g. teaching assistant, locum tenens, etc.), indicate estimated income. \$

Other benefits (e.g. housing, etc.) \$

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Estimated total revenue \$

Excess of expected expenses over revenue \$

For what amount of bursary help do you wish to apply? \$

Have you applied for other bursaries or scholarships not yet awarded and therefore not listed above?
 yes..... no.....

If so, please list the bursaries and scholarships for which you have applied with the names of the institutions or foundations through which they are administered.

In the past have you applied for: If your applications(s) was/were successful, state the amount(s) and purpose(s) of/for the grant. When?

i. General Synod or ACW bursary?
 yes..... no.....

ii. Diocese of Ottawa bursary?
 yes..... no.....

iii. Other church-related bursaries?
 yes..... no.....

Have you been accepted for the programme/event for which you have applied?

yes.....

no.....

Details:

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Please attempt to state your goals for both the period of study and the work which you expect to undertake after the completion of study, i.e. What do you expect this programme to do for you? For your ministry?

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Do you agree to submit to the Board of Continuing Education an evaluation of your course or programme?

yes.....

no.....

(Please note that this question is not being asked to evaluate you but to be of assistance in recommending—or not—the event to others. It is helpful to share one's experience.)

Is there anything that you would like to share with the Board of Continuing Education to further support your application? Do you have any comments about this process or expectations (other than approval of your request) of the Board?

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February 2008

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Office use only:

Application received:

Action: