



Western PA Conference
The United Methodist Church

POLICIES & PROCEDURES

Lay Scholarship Grant Program

Updated November 15, 2018

The following policies & procedures have been established in order to provide guidance and consistency in the administration of the Lay Scholarship Grant Program.

1. The program is available to all United Methodist lay people in the Western Pennsylvania Annual Conference who are full members of a local United Methodist Church in said Conference.
2. The purpose of the Lay Scholarship Grant Program is to aid laity in attending eligible training events that will be of benefit to the local church. Please include a summary or brochure about the training event with your application.
3. An individual may receive a maximum of \$400 during the 2016-2020 quadrennial, the four- year cycle that begins July 1, 2016.
4. A grant may cover up to 50% of the total cost of an event and expenses up to a maximum of \$100. Travel expenses, including transportation, tickets, fares, fees, or meals and/or lodging incurred while traveling to or from an event are fundable.
5. Grants should not be requested for events costing less than \$20, excluding costs for travel.
6. Grants will not be made for college courses, correspondence courses or continuing education courses for which academic credit is awarded.
7. Grants are not available for conference Christian Outdoor Education Programs. See Camping Brochure for information on Campership aid.
8. Grants are not available for individual local church events.
9. An application may be submitted prior to the event.
10. Applications must be signed by the applicant's pastor, District Superintendent or Conference Lay Leader.
11. Final eligibility is at the discretion of the WPA Conference Board of Laity Lay Scholarship Grant committee.

LAY SCHOLARSHIP GRANT APPLICATION

Date of application: _____

Your Name: _____

Your Address: _____

Your Telephone Number: _____

Your Email: _____

Date of Event: _____

Name of Event: _____

Address of Event: _____

Telephone Number for Event: _____

Sponsor of Event: _____

This event will make me more effective in the local church by _____

Your District: _____

Your Church: _____

Your Pastor's Signature: _____

FUNDS REQUESTED: Use total amount listed in the event's brochure or advertisements. The committee will then adjust for the proper amount of funding.

Registration/Tuition _____

Lodging _____

Meals _____

Materials _____

Travel _____

TOTAL _____

Please attach a copy of the brochure/flyer/description of event. If this is a conference-sponsored event, there is no need to attach the brochure/flyer.

OFFICE USE ONLY

Approved: _____

Disapproved: _____

Reason: _____

Amount Approved: _____

Signature: _____

Note: Funding is for not more than 50% of the total amount up to a \$100 maximum award. Awards may be limited according to funds available.

Purpose: The purpose of the Lay Scholarship Grant Program is to aid laity in attending eligible training events that will be of direct benefit to the local church.

Source: The funds for laity scholarships come from three sources: Your apportionments, endowment income and the yearly Christian Education Offering. The funds are a true investment in the lay leadership of our Conference. You can help by promoting the Christian Education Sunday special offering each September.

SEND COMPLETED APPLICATION TO:

**WPA Conference Board of Laity – Attention: Conference Lay Leader
c/o Sara McLain**

**UM Center, PO Box 5002
Cranberry Twp., PA 16066**

or

Fax application to: 724-776-0214

ANY QUESTIONS REGARDING STATUS OF LAY SCHOLARSHIP REQUEST,
SHARON GREGORY at 412-636-3857 or conferencelayleader@wpaumc.org

(See Over for Policies and Procedures)