



**The  
Omaha  
Presbyterian  
Seminary  
Foundation**

*The Foundation for Presbyterian Leadership*

## **Continuing Education Program Grant Guidelines**

Applications for Continuing Education Program Grants must follow these guidelines:

### **Eligibility**

#### **A. Church Entities**

1. Presbyterian educational institutions
2. Governing bodies of the Presbyterian Church (USA)
3. Ecumenical bodies with strong Presbyterian participation

#### **B. Programs**

1. Leadership training events exclusively for ordained ministers and/or CLPs
2. Leadership training events for church leaders and/or laity

Eligible Presbyterian entities must be within the 13-state region, which is served by the Foundation: Colorado, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Utah, Wisconsin and Wyoming.

### **Guidelines**

1. The maximum grant amount will be no more than 50% of the cost of the event.
2. The allocation may be reduced if the event has excess income.
3. Applications are due September 1<sup>st</sup> of the year prior to the date of the event.
4. Annual applications are required for all events.
5. Special consideration will be given to applications that: (a) give their specific purpose the support of pastors (i.e. pastoral retreats) and (b) provide continuing education for clergy and commissioned lay pastors similar to the annual summer Omaha Presbyterian School for Pastors hosted by the Foundation at Hastings College.
6. Preference is given to events planned by participants who will benefit from the event.
7. Joint Presbytery events have preference over a single Presbytery event.
8. Consideration is given as to whether the event would take place if it were not for a supporting program grant from the Foundation.

### **Application Procedure**

1. Complete the Foundation's *Application for Continuing Education Program Grant*.
2. Provide full details for funding the workshop or event – including the amount requested.
3. Send Application to:  
Continuing Education Program Grants  
Omaha Presbyterian Seminary Foundation  
7101 Mercy Road Suite 216  
Omaha, NE 68106-2616

### **Request for Payment**

After the workshop/event, complete the *Request for Payment* form and mail it with the appropriate financial summary and a concise, written evaluation. Following the review of the financial report and evaluation, the Continuing Education Program Grant funds will be mailed to the contact person.

Reports and requests for funding must be received by December 1<sup>st</sup> of the year for which the Continuing Education Program Grant was approved.

Email: [opsf@omaha-sem-found.org](mailto:opsf@omaha-sem-found.org)

Website: [www.omaha-sem-found.org](http://www.omaha-sem-found.org)