**EPISCOPAL DIOCESE OF PITTSBURGH**

**Clergy Assurance Fund**

**Sabbatical Grant Application**

*The Clergy Assurance Fund offers a grant that will provide clergy of the Episcopal Church with financial support for an approved sabbatical. These grants are capped at $5,000 per clergyperson.*

*The purposes of a sabbatical are to promote personal, spiritual, professional, and academic enrichment for continued ministry. A written description of the sabbatical plan should be submitted to the Bishop no less than 90 days before it commences.*

*Please complete the form below and on the following pages as thoroughly as possible to aid in our evaluation of your request.*

***Important!*** *Following their sabbatical, grant recipients must submit a one-page report of their experience and a copy of receipts for expenses covered by the grant.*

**Clergy Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clergy Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(best number at which to reach you for discussion of this request)*

**E-mail Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Has your sabbatical plan been reviewed and approved by the Bishop? *Yes / No***

*If no, please describe your sabbatical plan below (or attached as a separate document) in as much detail as possible, including information about travel, retreat time, continuing education, etc.*

1. **What is the total cost that you have incurred, or expect to incur?**

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1. **What is the grant amount that you are requesting?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Explain how you arrived at the amount in (2) above. Provide a breakdown of the costs, in as much detail as possible, and attach any supporting documentation (invoices, statements, etc.).**
3. **List any other forms of assistance that you are receiving or seeking.**

**Please submit this application via email to:**

Rebecca Steiner, Senior Accountant & Treasurer, at rsteiner@episcopalpgh.org

**OR via U.S. Mail to:**

Rebecca Steiner

Episcopal Diocese of Pittsburgh
325 Oliver Avenue, Suite 300
Pittsburgh, PA 15222