Theological Education Fund Bursary Application

These bursaries, funded by the Percy Simpson Bailey and Rouff/Mackie-Jenkins funds, are intended to further the cause of Unitarian and Universalist (UU) theological education in Canada by supporting:

* Canadian UUs with expenses incurred annually while studying for the Ministry;
* Canadian UU ministers with continuing education expenses; and
* Canadian UU congregations who wish to support an intern minister.

Bursaries are awarded based on financial need. An individual may receive a bursary up to three times in each category (three times as a student and three times as a minister). Congregations may receive a bursary up to three times in a ten year period.

## **ELIGIBILITY REQUIREMENTS**

Students

* Canadian citizenship or non-citizen currently working or studying in Canada;
* Aspirant or Candidate status with the Unitarian Universalist Association's Ministerial Credentialing Office (MCO);
* Be in active study for the ministry or recognized internship;
* Financial need.

Ministers

* Minister serving a Canadian congregation or community ministry in Canada;
* Preliminary or Full Fellowship with the Unitarian Universalist Association;
* Plan to pursue continuing education that is not fully covered by your employer;
* Financial need.

Congregations

* Have not had an intern in the last three years OR are having difficulty supporting an intern due to cost;
* Follow recommendations of the [UUA Internship Manual](http://www.uua.org/careers/ministers/becoming/internships/manual), including:
	+ Commitment to meeting at least the [minimum monthly stipends](http://www.uua.org/careers/ministers/becoming/internships/salary-reco)[[1]](#footnote-1);
	+ Supervision by a minister in final fellowship with the UUA;
	+ Have identified individuals to serve on an internship supervision committee;
	+ Have a board or congregational vote supporting their application;
* Be in good standing with the CUC;
* May apply singly or in partnership with another congregation.

## INSTRUCTIONS

Please complete the section below that is relevant to you ([Students](#_STUDENTS), [Ministers](#_MINISTERS) or [Congregations](#_CONGREGATIONS)), and include the documents noted in your section. **Applications must be received by January 31** of each year. You may submit your application by e-mail to tef@cuc.ca or by mail to:

Theological Education Fund

Canadian Unitarian Council

302-192 Spadina Ave

Toronto, ON M5T 2C2

Any information submitted will be treated as confidential. Only the Theological Education Fund committee and relevant CUC staff will have access to it. Names, congregations and award amounts for successful applicants may be publicized.

# STUDENTS

**Full name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Street address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City, Province**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Postal code**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you a Canadian citizen?** [ ]  Yes [ ]  No

**If no, please give details**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Congregation where you are a member**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Theological School & Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Date Entered**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expected date of graduation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What is your current status with the UUA MCO?**  [ ]  Candidate [ ]  Aspirant

**Date of Aspirant or Candidate Status**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Expected) Dates of Internship**: \_\_\_\_\_\_\_\_\_\_ **Location**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Expected) Dates of CPE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you previously received a Theological Education Fund bursary?** [ ]  Yes [ ]  No

**If yes, please indicate year(s) and amount(s) awarded:**

Year \_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_

**Additional documents to submit:**

1. [Financial Disclosure Statement](#_FINANCIAL_DISCLOSURE_STATEMENT) (below)
2. Brief biographical sketch including your interest in and involvement with Unitarianism / Universalism (maximum 1 page)
3. Current copy of all post-undergraduate transcripts.
4. Letter from the UUA's Ministerial Credentialing Office confirming status.
5. Letter of recommendation from the governing body of your local/sponsoring congregation, minister or resident professional.
6. Letter of recommendation from a faculty advisor involved with your ministerial studies.

# MINISTERS

**Full name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Street address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City, Province**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Postal code**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you a Canadian citizen?** [ ]  Yes [ ]  No

**If no, please give details**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of congregation/organization you serve**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What continuing education are you pursuing / do you plan to pursue?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**(Expected) Start Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Expected) End Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Total cost of tuition/fees**: $\_\_\_\_\_\_\_\_\_\_\_\_ **Estimated other costs**: $\_\_\_\_\_\_\_\_\_\_\_

**Please briefly describe other costs (travel, books, etc.)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annual professional development budget from your employer**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you previously received a Theological Education Fund bursary as a minister (not as a student)?** [ ]  Yes [ ]  No

**If yes, please indicate year(s) and amount(s) awarded:**

Year \_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_

**Additional documents to submit:**

1. [Financial Disclosure Statement](#_FINANCIAL_DISCLOSURE_STATEMENT) (below)
2. Letter of support from the governing body or executive of your congregation / organization
3. Confirmation of enrollment in program (this may be provided later if not yet enrolled; proof of participation will be required to issue award.)

# FINANCIAL DISCLOSURE STATEMENT

For this section we refer to your “family”, as **anyone for whom you are directly financially responsible or who is financially responsible for you**. This often includes your partner and children, but usually does not include your parents, unless you are responsible for financially supporting them or they have made a long-term commitment to support you.

How many people are in your family? Adults (including you) \_\_\_\_\_ Children \_\_\_\_\_

PART 1: Annual Family Income

Please double-click the tables below to fill them in – the totals should add automatically.



If other income, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PART 2: Monthly Family Expenses

Please indicate your family’s total monthly expenses, NOT including tuition (e.g., housing, utilities, food, transport, medical, donations, etc.): $\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate your tuition costs for the coming year: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate your tuition costs for your entire program: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any other expenses that the committee should be aware of? If so, please briefly describe:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PART 3: Family Assets and Liabilities

Please list your family’s total assets and liabilities. If you co-own an asset with a person who is not part of your “family” (as defined above) only include the portion you own. If own a house or other property, list the full current market value (estimated) in assets and any mortgage owing under liabilities.



If other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# CONGREGATIONS

Name of congregation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please notify* *tef@cuc.ca* *immediately of any contact or other information changes.*

**Proposed dates of internship:** From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a CUC member congregation in good standing which is entitled to vote at the CUC’s Annual General Meeting? ☐ Yes ☐ No

Was this request approved by the congregation’s Board of Trustees? ☐ Yes ☐ No

If yes, what date was the motion approved? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has the congregation previously received a TEF bursary? ☐ Yes ☐ No

If yes, please indicate year(s) and amount(s) awarded:

Year \_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_

**Membership and Religious Education**

|  |  |  |
| --- | --- | --- |
|  | **Current** | **1 Year Ago** |
|  | # Members / # Enrolled | Average Attendance | # Members / # Enrolled | Average Attendance |
| Members |  |  |  |  |
| Children  |  |  |  |  |
| Youth |  |  |  |  |

Do you have a youth group? ☐ Yes ☐ No

Do you offer child care during services? ☐ Yes ☐ No

**Minister(s) and Staff**

|  |  |  |
| --- | --- | --- |
| Name | Position | Full-time or part-time |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Congregational Goals of the internship**

How do you see this internship contributing to the growth of an intern minister? (I.e. why should an intern consider this congregation as a good site for learning?) How do you see this internship benefitting the congregation? **(Max 250 words)**

**Project Budget**

Please double-click the table below to enter information. The total sources may exceed the total expenditure budget, especially if you are relying on uncertain revenue (fundraising, grants, etc.). Total sources may not be less than budgeted expenditures.

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**Additional documents to submit:**

1. Letter of intent and support for this internship from the supervising minister.
2. Current congregational budget
3. Actual expenditures from previous fiscal year (may be in same document as #2).
1. These minimums are given for Geo Index 3 (-12% for Geo Index 1, -6% for GI2, +6% for GI4, +12% for GI5). See [this link](https://cuc.ca/congregations-leaders/congregational-wellness/human-resources/church-staff-compensation/) for each congregation’s Geo Index and the contact information for compensation consultants. [↑](#footnote-ref-1)