



APPLYING FOR A BROWN CONTINUING EDUCATION GRANT

The annual allocation from the Brown Endowment for Pastoral Scholarships for the Continuing Education (CE) of the UCC's Authorized Ministers is now being used exclusively for group CE events. Such events could be awarded a Brown grant ranging anywhere from \$1,000 to \$10,000.

In order to apply for a grant from the Endowment, prepare a grant proposal that briefly describes the event. The proposal should answer these questions:

- Who is sponsoring this event? (What UCC entity?)
- When was the last time the sponsor received a Brown Endowment CE grant (if ever)? (How much was it?)
- What is the learning objective, and how will it be measured, accomplished and evaluated afterward?
- Who is the target audience and how will it be informed and recruited to attend the event?
- What is the total number of participants expected?
- How many of those attending are/will be UCC Authorized Ministers?
- Where and when will the event take place, and how long will it last?
- Will there be any special guests, presenters, or other costly resources employed? If so, who and/or what?
- How is the event being funded? [Provide a budget that shows the amount expected from each source, and an estimated cost for each major component of the event.]
- How much will participants be asked to pay to attend?
- Will any financial assistance be offered? Describe.
- How much is being requested? Why this amount?
- How will a grant this size improve or enhance attendees learning experience at this event?
- What else should the evaluation committee know about this event as they consider funding it? (In 300 words or less.)

Your proposal will be given to the Brown Endowment Committee for their review and consideration. Their decision will be communicated back to you shortly after the next decision cycle closes.

The closing dates for each of the three annual cycles are January 1, April 1, and September 1.

If you have any further questions, feel free to write brown@ucfunds.org.