



# Continuing Ministerial Education (CME) GRANT REQUEST

Please return to the Archdeacon. A copy of this completed form is also to be sent to the Suffragan Bishop for Ministry Team files.

## 01

### Guidance notes for licensed clergy and readers

1. CME grants are available for all licensed clergy and readers in the Diocese.
2. The level of grant is generally not to exceed £150 per year. This amount may accumulate up to a maximum of three years.
3. The grant is to enable attendance at courses or programmes which enable the participant to broaden his or her knowledge of or skill in aspects of Christian ministry.
4. Travelling expenses may be covered by the grant, as well as the actual course fee. The grant may be used to buy books for the specific course.
5. Readers, prior to applying for a grant, should consult with their chaplain or priest-in-charge to seek approval for their CME proposal.
6. Application for a grant should be made to the Archdeacon using the Continuing Ministerial Education Grant Request Form which is available on the Diocesan Website. (As CME funds are banked or held in different ways in different archdeaconries, the Archdeacon will arrange for the authorized grant to be made from the appropriate source).
7. When grants are made, a personal reflection on the learning made, not to exceed one page, should be sent to the Archdeacon, with a copy to the Suffragan Bishop's Office, for the Ministry Team files.
8. A grant can be considered for the purchase of theological books or journals for a regime of private CME study which is agreed with the Director of Training.
9. A grant can be considered for attendance at a gathering that is not strictly a training event, if the educational benefit can be demonstrated.
10. Time spent on approved CME does not count as part of holiday entitlement.

## 02

### Applicant's details

Surname

Forename/s

Current address  
(house number, street  
name, town)

Country

Postcode

Chaplaincy or Congregation

## 03

### Course or training details

Title of course / training  
event, etc.

Venue

Dates

Brief description of course and reasons for wishing to participate:

Cost

Amount requested from  
CME funds

(Readers only: signature of supervising priest)    Print name

Date (DD/MM/YYYY)

Applicant's signature

Print name

Date (DD/MM/YYYY)

## 04

### Authorisation

Authorisation

Date (DD/MM/YYYY)

Amount to be paid