

GUIDELINES FOR FUNDING GRANT PROPOSALS AND PROVIDING FINANCIAL AID

The ACPE Eastern Region may choose to fund projects, or to provide financial assistance for students in CPE. Priority will be given to requests from minority and international students.

Funding of *projects* (Grants) or financial aid is an investment in the future of the well being of the Region and ACPE, Inc.

The Budget and Investment Committee will assist the Region in the review of grant proposals or requests for financial assistance.

Preference for project funding will be given to innovative or experimental projects which extend CPE into new or atypical settings, or which test new educational approaches, or encourage enrollment of persons who might otherwise be limited in their ability to participate in CPE.

Recommendation by the Budget and Investment Committee on any application for funding of projects or financial aid will be referred to the Administrative Board of the Region for ratification.

Grant funding or financial aid is dependent on the financial resources and viability of the Eastern Region as determined by the Budget and Investment Committee.

The following guidelines and procedures should be utilized for any funding request. All such requests/applications should be directed to:

The Rev. John B. Pumphrey, Eastern Region Treasurer
Supervisor, Clinical Pastoral Education
Albert Einstein Medical Center
5501 Old York Road
Philadelphia, PA 19141

Phone: 215-456-8979

Fax: 215-456-7212

Email: pumphrej@einstein.edu

Grant Proposal Application:

- I. **Proposal Abstract:** An overview of your project, its purpose, and expected outcomes. Relate your project and request for funding to the mission of ACPE, and/or the needs, of the Region.
- II. **Statement of Need:** Why is this grant necessary? What other financial resources are you using or plan to draw upon? What is needed?
- III. **Project Description:** Provide a more complete description of the project, its plan and implementation. This should include an honest assessment of expected challenges and the ways you intend to meet these challenges. Describe in some detail how you plan to measure the outcome of your project. It is also important to include a detailed timeline that includes appropriate progress reports and a report at the project's conclusion. Be specific about how, when and what you will share about your project in the Region.
- IV. **Budget:** Provide a financial plan, including explanatory notes. Explain what your future funding plan is for your project after the initial grant expires.
- V. **Organization Information:** Where appropriate, provide a brief history and description of the organizational structure of the sponsoring institution, including its primary activities, audiences, and services. Provide information that confirms the institution's or other appropriate involved organizational structure's support of your project and grant proposal.
- VI. **Conclusion:** A brief summary of the proposal's main points.
 - Your proposal should be concise but fairly detailed—three to five pages with as much specificity as possible.
 - If you find that you need to make adjustments or amendments, do so promptly and in writing to the Budget and Investment Committee.

Financial Aid Application:

- I. Biographical Information:** Submit current resume or curriculum vitae. Include brief description of all past clinical training and proposed program of education: Provide information about the center to which you have applied and *been accepted*. Briefly describe your goals and objectives *for the proposed program of CPE*. State the purpose of this CPE for your future ministry.
- II. Statement of Need:** State the amount you are requesting and the specific *purpose for which it is intended*, e.g. tuition, travel expense, etc. State the period *of time aid is to cover*, for example, a standard program unit, *or* residency year (give dates). Please provide information that supports the reason for your request e. g. program, costs, travel costs, living expenses, job/income etc. Provide dollar amounts of any stipend you will receive, tuition waiver or reimbursements, other scholarships, grants or aid. Indicate whether you will receive housing, meals, or benefits.
- III. Reports:** When financial aid is granted for a single program/unit of CPE it is expected that the student and supervisor will submit a written statement that the student completed the program of *CPE*. Financial aid for multiple units of CPE for example, residency, require a student's and supervisor's written statement of continuing progress at the end of each unit. Reports are to be sent to the Budget and Investment Committee.
- IV. Disbursement of Funds:** Financial aid will be disbursed either directly to the applicant, or to the applicant's program Supervisor at the discretion of the committee and depending on the circumstances. The committee reserves the right to disburse or recommend disbursement of funds in installments when such funds will be used over an extended period of time and based upon the reports submitted of continuing enrollment and/or progress of the applicant.
- V. Attachments:** Submit a statement from your program's Supervisor in support of your request.