APPLICATION FORM FOR SABBATICAL AND SPECIAL STUDIES GRANTS

(Refer to the Clergy Manual sections for Sabbaticals and Special Study Grants and the attached checklist)

Please complete this form as a Microsoft Word document and return it to us in that format. Printed and pdf copies will not be accepted.

Name: Phone:Date:

Email address:

Mailing address:

Current Assignment:

 Date Begun:End of current term:

This is a request for (check one): ☐ Sabbatical

 ☐ Self-designed Sabbatical

 ☐ Priest / Parish Director Advance or Special Study Grant

 ☐ Deacon Special Study Grant

 ☐ Other (specify)

Year of Ordination Year of Last Sabbatical or Special Studies

Last time I received a grant was or this is my first request ☐

Dates I am requesting to go:

Estimated Total Cost:

Additional funding:

 Amount from your CFC personal account you want reserved

 Professional expense account

 Outside funding sourceAmount:

I have discussed this with my parish / institutional leadership and there are no objections ☐

I have discussed this with my pastor. ☐

Program you wish to attend (with description)

Please list your overarching goal for this sabbatical and/or goals for each of the four components of formation: (Be Specific, you will be required to prepare a report or presentation on your Sabbatical which will specifically address each of the following goals, how you met them, how they were not met and why, and unanticipated growth. Use as much space as you need.)

Overarching Goal:

Intellectual Goal :

Pastoral Goal:

Human Goal:

Spiritual Goal:

**Office use**: Applicant received checklist       Date when considered

Recommendation

Vicar for Clergy consulted and approved by Director       Applicant notified

Amount of reserved money set aside       Sacrament help out is

Vicar for Clergy contacted for Temporary Administrator

Evaluation submitted       Receipts submitted and paid (amount)

Parish reimbursed for help out (and amount)

Sabbatical Resources

* (NOCERCC)

	+ First Five Years
		- [Saint Mary Seminary and University](http://www.stmarys.edu/the-center-for-continuing-formation/clergy-programs/sabbaticals/) Baltimore, Maryland
		- [St. Meinrad Institute Sabbatical](http://www.saintmeinrad.edu/priests-ongoing-formation) St.Meinrad, IN
	+ Sabbaticals
		- [Saint Mary Seminary and University](http://www.stmarys.edu/the-center-for-continuing-formation/clergy-programs/sabbaticals/) Baltimore, Maryland
		- [Hesburgh Sabbatical Program, Catholic Theological Union](https://ctu.edu/academics/hesburgh-renewal-program/) Chicago, Il
		- [ICTE Pontifical North American College](https://www.pnac.org/icte/about-icte/) Rome, Italy
		- [Jesuit School of Theology at Santa Clara University](https://www.scu.edu/jst/academics/jst-renewal-program-a-sabbatical-experience/) Berkeley, CA
		- [St. Meinrad Institute Sabbatical](http://www.saintmeinrad.edu/priests-ongoing-formation) St.Meinrad, IN
		- [Mercy Center Colorado Springs](https://www.mercycenter.com/sabbatical-programs) Colorado Springs, CO
		- [Oblate School of Theology](https://ost.edu/mtm/) San Antonio, TX
		- [Redemptorist Renewal Center](http://desertrenewal.org/sabbatical/) Tuscan, AZ
		- [Mepkin Abbey Affiliate Program](https://mepkinabbey.org/mepkin-affiliate-program/) Moncks Corner, SC
		- [The Centre for Christian Spirituality](http://centreforchristianspirituality.com.au/what-we-offer/), Sydney, Aus.
* (USCCB)
	+ [Mercy by the Sea Madison](https://www.mercybythesea.org/programs-and-retreats/sabbatical-time/), CT
	+ [Tantur Ecumenical Institute](http://tantur.org/), Jerusalem, Israel
		- * Camino Santiago
	+ [Lilly Grant Program](https://www.cts.edu/clergy-renewal/about/applying/national-program/):. May cover all the expenses of a priest’s sabbatical, including the salary of the priest’s replacement at the parish as well as provision for continuing education of parish staff and parish leadership. Obtaining a Lilly Grant saves the parish and the Archdiocese a great deal of expense in order to allow our priests to go on sabbatical. Lilly’s deadline for grant applications is in April – at least a year in advance of the planned sabbatical, and their decisions are made in August
* Additional sites provided by Diocese of Owensboro, KY Sabbatical Program Opportunities [PDF list](https://88bpj3zl9hl49dhnb191tjy6-wpengine.netdna-ssl.com/wp-content/uploads/Priest-Sabbaticals.pdf)
	+ [Jesuit School of Theology Santa Clara University](https://www.scu.edu/jst/degrees-and-programs/jst-renewal-program-a-sabbatical-experience/) paused