



## **Seminary Grant Program Introduction and Instructions**

### ***PURPOSE (Revised, Extremely important—Must read)***

The Seminary Grant Program of the Upper New York Annual Conference is designed to assist eligible students in meeting the costs of a program of academic study leading toward ordination and full membership in the Upper New York Annual Conference as Elders and Deacons. Grants are provided to eligible students who demonstrate in good faith they are preparing for ordained ministry in the United Methodist Church. The **Board of Ordained Ministry's expectation is grant recipients will serve a minimum of five years within the Upper New York Annual Conference.**

*Note: Course of Study is not funded through this grant program. Such funding is under the Registrar for Local Pastors and comes from the Ministerial Educational Fund. Funding for undergraduate studies uses a separate application. To receive it contact the Rev. William Gottschalk-Fielding at the conference center. Visit [www.unyumc.org](http://www.unyumc.org) and select Board of Ordained Ministry Forms.*

### **BASIS**

The basis for all grants is availability of funds, financial request and prayerful discernment by the Board of Ordained Ministry of The Upper New York Annual Conference.

### ***GRANT AWARDS (Revised, Extremely important—Must read)***

Full-time students may receive up to \$30,000 over a period of up to four years, with an annual limit of \$10,000. Part-time students may receive up to \$30,000 over a period of up to eight years, with an annual limit of \$6,000. "Full time" or "part time" is defined by the practices of each school and the official who signs the Institutional Certificate (*see below*) is responsible for defining that designation. **If you drop below full-time status or change the number of classes submitted to us, you must let the Board of Ordained Ministry know. Immediately email: [candidacy@unyumc.org](mailto:candidacy@unyumc.org), or risk your eligibility for future grants.**

### ***Eligibility***

**Only certified candidates for ordained ministry in the Upper New York Annual Conference are eligible for seminary grants.** All certified candidates are recorded in the Business of the Annual Conference (BAC) each year. The Board will consult the BAC to determine each candidate's status.

Applicants must be enrolled in a University Senate-approved seminary and pursuing a degree appropriate to the ministry of the ordained Deacon or Elder, as determined by the General Board of Higher Education and Ministry (typically M.A. for Deacons and M.Div. for Elders). Exceptions will be considered by the Board of Ordained Ministry on a case-by-case basis.



## **APPLICATION DEADLINES**

**Applications for the 2024-25 academic year must be received by the Recruitment and Enlistment Division of the Board of Ordained Ministry no later than June 30, 2024.** Grants are awarded on a year-by-year basis. Applicants must submit a new application each year. The application is found on the Board of Ordained Ministry Forms page of the UNYAC website ([www.unyumc.org](http://www.unyumc.org)).

## **GRANT PAYMENTS (Revised...Extremely important...Must read)**

Checks are typically mailed twice annually (half of the grant in each payment) from the conference treasurer's office. Checks are made payable to the school and are mailed directly to the school. The first check is mailed around mid-August and the second check around mid to late-January if all the paperwork is submitted.

**Before releasing the 2025 spring semester's check to the school, each grant recipient must submit an official/unofficial transcript of the fall 2024 semester showing their grades. Also, each grant recipient must submit a new institutional certificate specifically for the spring semester. These can be emailed to us at [recruitment@unyumc.org](mailto:recruitment@unyumc.org). The hard deadline for submitting this information is no later than January 31, 2025.**

## **APPLICATION PROCEDURE**

1. Forms are found on the UNY Annual Conference web site ([www.unyumc.org](http://www.unyumc.org)). Acquiring the proper forms is the candidate's responsibility.
2. Read the seminary grant policy information carefully including all updates listed.
3. Complete the grant application in full. Complete the ESTIMATE OF EXPENSES in detail, showing expenses incurred in the pursuit of theological education (e.g. tuition, room & board, books, fees, travel). Complete the information concerning other scholarships received. Incomplete applications will be returned to the applicant and will fall under the same time restraints listed above.
4. Request for the Registrar of the seminary or graduate school to complete the Institutional Certificate of academic enrollment (found on last page). Some Registrars are not available in the summer months, so the status can be certified by any academic officer. **Enrolled students--try to do this before leaving at the end of the spring semester.**
5. **The applicant must send the completed application along with the certification of academic enrollment to the Recruitment and Enlistment Division of the Board of Ordained Ministry and meet all deadlines.**



**BOARD OF ORDAINED MINISTRY**  
UNITED METHODISTS OF UPPER NEW YORK

## Seminary Grant Program Grant Application

Name (Last, First, Middle): \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Address during academic year (if different): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Gender:  Male  Female

Marital Status: \_\_\_\_\_ Number of Dependents: \_\_\_\_\_

Relationship(s) and age(s): \_\_\_\_\_

Home Church: \_\_\_\_\_

Present appointment, if any: \_\_\_\_\_

Date of Certified Candidate status: \_\_\_\_\_ From which District were you certified: \_\_\_\_\_

Name of educational institution (during grant period): \_\_\_\_\_

Name of degree program: \_\_\_\_\_ Anticipated year of graduation: \_\_\_\_\_

Beginning date of next school term: \_\_\_\_\_

Status (as defined by the institution): \_\_\_\_\_ Full time \_\_\_\_\_ Part time

Number of registered academic hours/credits: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer

Are you seeking ordination in the UNY Conference? \_\_\_\_\_ ordination track:

Amount received previous years from Seminary Grant Program: \_\_\_\_\_



**\*ESTIMATE OF EDUCATIONAL EXPENSES FOR 2024-2025 ACADEMIC YEAR:**

Tuition and Fees: \_\_\_\_\_  
Books and Supplies: \_\_\_\_\_  
Student Housing: \_\_\_\_\_  
Travel to and from school: \_\_\_\_\_  
Campus Meals: \_\_\_\_\_  
Miscellaneous Expenses (describe): \_\_\_\_\_

**TOTAL EXPENSES:** \_\_\_\_\_

**Please list any other scholarships/grants you are receiving for the 2024-2025 academic school year:**

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

**What is the amount of the Grant which you are requesting?:** \_\_\_\_\_

\*This information does not have any effect on the grant request/award. However, the Board of Ordained Ministry would like to gain insight into the actual cost of the various educational institutions to continually evaluate the Seminary Grant Program.

**Please use the space below to share any information you feel will be helpful for us to know as we consider your application. (optional)**

I have read and agree with the expectations set forth in the Upper New York Annual Conference's Seminary Grant Program. This includes the revised Purpose section and the specific deadlines for both submission of the Grand Application and the submission of all necessary paperwork for both the Fall and Spring grant disbursement. I understand the requirements, date and deadlines listed above are firm and unchangeable.

Signature: \_\_\_\_\_ D.S. Signature \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_



**PLEASE RETURN COMPLETED FORM BY EMAIL OR POSTAL MAIL:**

EMAIL: [candidacy@unyumc.org](mailto:candidacy@unyumc.org)

POSTAL MAIL: Board of Ordained Ministry, PO Box 207, Washington Mills, NY 13479

**PLEASE NOTE:**

A confirmation email will be sent once the application is received. **IMPORTANT:** If you do not receive confirmation within ten days, please contact BOM Support at:

[candidacy@unyumc.org](mailto:candidacy@unyumc.org)

**THE GRANT APPLICATION/REQUEST AND ALL REQUIRED DOCUMENTS MUST BE RECEIVED ON OR BEFORE JUNE 30, 2024.**



## Seminary Grant Program Institutional Certificate

To be filled out by Dean, Registrar or Financial Services officer.

Name of Student: \_\_\_\_\_

Number of hours/courses per semester the institution considers full time: \_\_\_\_\_

Number of hours/courses per semester enrolled by this student: \_\_\_\_\_

Fee per semester hour: \_\_\_\_\_

I hereby certify (Name of Student) \_\_\_\_\_ is currently enrolled or  
admitted to be enrolled at (Name of Institution) \_\_\_\_\_

As a candidate for the degree of \_\_\_\_\_.

Address of the institution's accounts receivable office to mail a grant check:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PLEASE RETURN COMPLETED FORM TO:

Board of Ordained Ministry, PO Box 207, Washington Mills, NY 13479 on or before **6-30-24**.