

Upper New York Annual Conference Seminary Grant Program



INTRODUCTION AND INSTRUCTIONS:

PURPOSE *(Newly 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 towards ordination and full membership in the Upper New York Annual Conference. Grants are provided to eligible students who, in good faith, demonstrate that they are preparing for ordained ministry as Elders and Deacons in the United Methodist Church. The Board of Ordained Ministry's expectation is that the recipient of these grants will serve a minimum of 5 years within the Upper New York Annual Conference in return for our investment in your theological education.

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 and click on "Ordained Ministry" for access to all Board of Ordained Ministry applications and 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 *(Newly Revised...Extremely Important...Must Read)*

Full-time students may receive up to \$21,000 over a period of up to 4 years, with an annual limit of \$7,000. Part-time students may receive up to \$21,000 over a period of up to 8 years, with an annual limit of \$3,000. "Full time" and "part time" are defined by the practices of each school and the official who signs the Institutional Certificate (*see below*) is responsible for defining it. **If you drop below full-time status or change the number of classes you submitted to us, you must let Pastor Leland Carlson or Crystal Martin know by emailing recruitment@unyumc.org immediately 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 seminary approved by the University Senate 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 2018-19 academic year must be received by the Recruitment and Enlistment Division of the Board of Ordained Ministry no later than June 30, 2018. 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 page of the UNYAC website (www.unyumc.org).

GRANT PAYMENTS (*Newly 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 2019 spring semester's check to the school, each grant recipient must submit an official/unofficial transcript of your fall 2018 semester showing your 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. The hard deadline for submitting this information is no later than January 31, 2019.

APPLICATION PROCEDURE

1. Forms are found on the UNY Annual Conference web site (www.unyumc.org). Acquiring the proper forms is the candidate's responsibility.
2. Read the seminary grant policy information carefully along with all the updates listed above.
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 you are receiving. Incomplete applications will be returned to the applicant and will fall under the same time restraints listed above.
4. Request the Registrar of your 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, but your status can be certified by any academic officer. **If you are already in school, try to do this before you leave 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.**

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Grant Application

Name (Last, First Middle): _____

Permanent Address: _____

Address during academic year (*if different*): _____

Home Phone: _____

Mobile Phone: _____

E-mail address: _____

Date of birth: _____

Gender: Male Female

Marital Status: _____

Number of Dependents: _____

Relationship and age(s): _____

Home church: _____

Present appointment, if any: _____

Date you were granted certified candidacy status: _____

From which District are you certified: _____

Your educational institution (during grant period): _____

Degree program in which you will be enrolled: _____

Anticipated year of graduation: _____

Date next school term begins: _____

Status (*as defined by the institution*): full time part time

Number of academic hours/credits for which you will be registered:

Fall: _____ Spring: _____ Summer: _____

Are you seeking ordination in the UNY Annual Conference? Yes No

If yes, Deacon or Elder track: Deacon Elder

AMOUNT RECEIVED IN PREVIOUS YEARS FROM THE SEMINARY GRANT PROGRAM: _____

***ESTIMATE OF EDUCATIONAL EXPENSES FOR 2018-2019 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 2018-2019 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/awarded. However, the Board of Ordained Ministry would like to gain insight into the actual cost of the various educational institutions in order 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 I'm in agreement with the expectations set forth in the Upper New York Annual Conference's Seminary Grant Program. This includes the newly revised Purpose section as well as the specific deadlines for both submission of the Grant Application and the submission of all necessary paperwork for both the Fall and the Spring grant disbursements. I understand the requirements, dates and deadlines listed above are firm and unchangeable.

Signature: _____

Date: _____

Signature of DS: _____

Date: _____

PLEASE RETURN COMPLETED FORM BY EMAIL OR MAIL:

EMAIL: recruitment@unyumc.org

MAIL: Pastor Leland Carlson, 971 Route 146, Clifton Park, NY 12065

PLEASE NOTE:

A Confirmation Email Will Be Sent Once Application Is Received.

IMPORTANT: If You Do Not Receive Confirmation Within 10 Days, Please Contact Crystal Martin
Or Leland Carlson At: recruitment@unyumc.org

***THE GRANT APPLICATION/REQUEST AND ALL REQUIRED DOCUMENTS MUST BE
RECEIVED ON OR BEFORE JUNE 30, 2018.**

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Institutional Certificate

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

Name of Student: _____

Number of hours/courses per semester your institution considers full time: _____

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

Fee per semester hour: _____

I hereby certify that _____ is currently enrolled or admitted to be enrolled at
_____ as a candidate for the degree of _____.

Address of the institution's accounts receivable office (where the grant check is to be mailed):

Signature: _____

Date: _____

PLEASE RETURN COMPLETED FORM TO:

Pastor Leland Carlson, 971 Route 146, Clifton Park, NY 12065 on or before **June 30, 2018.**