



Lifelong Learning Program Grant Guidelines

When completing your application for Lifelong Learning Program Grants, review these guidelines:

Eligibility

- A. Church Entities or Organizations
 - 1. Presbyterian educational institutions
 - 2. Governing bodies of the Presbyterian Church (USA)
 - 3. Ecumenical bodies with strong Presbyterian participation
- B. Programs
 - 1. Leadership training events exclusively for ordained Teaching Elders and/or CREs
 - 2. Leadership training events for church leaders and/or lay members

Eligible Presbyterian entities must be within the 13-state region served by the Foundation: Colorado, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Utah, Wisconsin and Wyoming.

Guidelines

- 1. Applications are **due August 15th** of the year prior to the actual date of the event.
- 2. **Annual** Program Grant applications are required for each event, retreat, or program.
- 3. Special consideration will be given to applications that: (a) give their specific purpose as the support of pastors [i.e. retreats] and (b) provide continuing education for Teaching Elders (pastors) and Commissioned Ruling Elders (CREs) similar to the OPSF sponsored Pastors' School.
- 4. Preference is given to events planned by participants who will benefit from the event.
- 5. Joint Presbytery events have preference over a single Presbytery event.
- 6. Consideration is given as to whether the event would take place if it were not for a supporting Lifelong Learning Program Grant from the Omaha Presbyterian Seminary Foundation.
- 7. **OPSF funding will not exceed more than 50% of the event's net cost.** The Grant may be reduced if the event has excess income – no profit is included.
- 8. The Foundation's support must be acknowledged in all promotional materials.

Application Procedure

- 1. Complete the *Application for Lifelong Learning Program Grant* online.
- 2. Provide details for funding the event or workshop – including the amount requested.
- 3. **Apply by August 15th** to:
 - Lifelong Learning Program Grants
 - Omaha Presbyterian Seminary Foundation
 - 7101 Mercy Road Suite 216
 - Omaha, NE 68106-2616

Request for Payment

After the workshop, retreat or event, complete the *Request for Payment* form and mail it with a financial summary report and a concise evaluation. Payment will not exceed more than 50% of the event's net cost. Payment will not be made if OPSF has not been acknowledged in promotional materials. Following the review of the financial report and evaluation, the Lifelong Learning Program Grant funds will be mailed to the contact person.

Requests for Payment **should be submitted before November 15th** or as soon as possible so payment is made in the same year for which the Lifelong Learning Program Grant was approved.

Email: opsf@opsf-omaha.org

Website: www.omahapresbyterianseminaryfoundation.org