

## **GUIDELINES FOR MISSION TRAVEL GRANTS**

Companions in Mission Ministry Network  
The Episcopal Church in Connecticut

The Companions in Mission Ministry Network offers grants to members of Connecticut parishes in mission-related travel to explore or advance mission partnerships, nationally or internationally. Travel grants are intended to help foster parish mission initiatives or partner relationships. They are not intended to fund travel for “one-off” work or study trips, as valuable as these may be.

These grants, limited to \$1,000 per parish per year, can help defray the costs of either airfare or in-country expenses. Recipients will have to offer in advance proof of costs or detailed estimates, and copies of receipts before any funds are disbursed. In addition, recipients will be asked to provide a brief report of the trip and any outcomes from it.

### **Criteria by which grants will be awarded**

- Clear statement of the purpose of the trip, i.e. to explore or advance parish or ministry network mission partnerships. This does not mean knowing in advance what kind of initiative might be possible as sometimes that discernment is the result of time spent in another country.
- Clear budget estimates of expenses to be incurred traveling to and in the country being visited.
- Evidence of relationship with a host in the country being visited as there is more likelihood of a project coming about if there is already some relationship established in the host country. Nonetheless, we recognize that sometimes the trip comes first and the relationships second.
- Networking with other Connecticut parishes. While not required, collaborative networking is very helpful, and would enhance the likelihood of a grant being awarded.
- We will be more inclined to fund people leading a mission group, where appropriate.

### **What will the grants not fund?**

- Attendance at conferences, unless the trip also includes involvement in a mission project
- Work trips with large groups
- Language study trips
- Personal travel
- A second trip by any individual in a year. (If demand grows, we will lengthen that time to two years.)

## APPLICATION FOR MISSION TRAVEL GRANT

Companions in Mission Ministry Network  
The Episcopal Church in Connecticut

The Companions in Mission Committee offers grants to reimburse members of Connecticut parishes in mission-related travel to explore or advance mission partnerships. These grants, limited to \$1,000 per parish per year, can help defray the costs of either airfare, or in-country expenses. Recipients will have to offer in advance detailed estimates or proof of costs (such as copies of receipts for lodging, meals, airfare) for reimbursable grants. These must be submitted before any funds are disbursed. Please also read the above guidelines before filling out your application.

**Parish** \_\_\_\_\_

### Contact Person

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### Destination

Country \_\_\_\_\_ Town/Diocese \_\_\_\_\_

Bishop, if applicable \_\_\_\_\_

### Contact Person at Destination

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### Purpose of Trip

### Possibilities for Partnership

Please describe the relationship so far, and what opportunities are planned on the trip for furthering or developing a mission partnership in the country you are visiting.

### Other Partners in the Episcopal Church of Connecticut

### Ongoing Mission Endeavors/Partnerships in Your Parish

Amount Requested \_\_\_\_\_ Overall Trip Budget \_\_\_\_\_

### Other Sources of Funding you have explored or secured for this trip (please explain)

**Amount anticipated other sources** \_\_\_\_\_ **Amount Secured** \_\_\_\_\_

Where appropriate, please attach an email from your host endorsing this trip.

Please email completed form to Travel Grant Chair, Alan McCollom at [amc0126@mail.com](mailto:amc0126@mail.com)

For consultation on your request, contact Alan by e-mail or (914) 629-6622.