

Application for Master's Fund Continuing Education Grant



"Let your light shine before others, so that they may see your good works and give glory to your Father in heaven."

Matthew 5:16 NRSV

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The Master's Fund provides financial assistance to women and girls for ministry-related education with an emphasis on the intended church-related career of the applicant. Master's Fund grants for continuing education (intended for ministry course work such as Education for Ministry or Stephen Ministry programs) is limited to members of The Order of the Daughters of the King®.

## Requirements

**In addition to this form, Master's Fund grant applicants must submit all of the following as a single application packet:**

1. A letter of recommendation from your clergy.
  2. Letters of recommendation from two church women who are members of The Order and who know you well.
  3. On a separate sheet of paper, provide a short description of how you will use this education to serve the Church.
  4. An essay of 500 words or less that describes God's call on your life.
  5. If this is a renewal grant request, include:
    - a. Proof of satisfactory academic progress (unofficial transcript is sufficient) and
    - b. Letter of recommendation from your academic dean, advisor, instructor or mentor.
  6. A completed Payment Request Form. (Form can be found at [www.doknational.org](http://www.doknational.org))
  7. A completed IRS Form W-9, Request for Taxpayer Identification Number and Certification, is required for payment recipients (individual, church or business receiving the check or wire transfer) receiving grants over \$600. (Form can be found at [www.irs.gov](http://www.irs.gov))
- \* **Note: Applicants for scholarships towards degree-producing programs must complete the Application for Master's Fund Academic Scholarship rather than this application.**

## Guidelines

1. Continuing education includes but is not limited to programs such as Education for Ministry, Stephen Ministry, Clinical Pastoral Education, and Spiritual Direction certification.
2. Master's Fund grant requests are accepted, reviewed, and paid throughout the year.
3. All Master's Fund grants are need-based and determined by the amount of money available in the Master's Fund when applications are reviewed by the Master's Fund Committee.
4. Requests for grants should be submitted no less than 8 weeks and no more than 6 months prior to the time of expected need.
5. Requests for grants in support of multi-year programs must be submitted for one year at a time.
6. Incomplete applications will not be accepted and considered until all required documentation is received by the Master's Fund Chair.

Submit completed form to The Order of the Daughters of the King®, Attn: Master's Fund Chair via mail, fax, or email:  
101 Weatherstone Dr Ste 870, Woodstock GA 30188 ♦ Fax: (770) 517-8066 ♦ Email: [MastersFund@doknational.org](mailto:MastersFund@doknational.org)

# Application for Master's Fund Continuing Education Grant

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Is the applicant a member of The Order?  Yes  No If yes, Member # \_\_\_\_\_

Provincial Assembly: \_\_\_\_\_ Diocesan Assembly: \_\_\_\_\_

Chapter Name: \_\_\_\_\_ Charter Number: \_\_\_\_\_

Is the applicant current in her dues?  Yes  No  Lifetime member  Not applicable

Type of Education/Training: \_\_\_\_\_

(EXAMPLES INCLUDE EFM, STEPHEN MINISTRY, SPIRITUAL DIRECTION TRAINING)

Name of Institution Providing Education/Training: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Financial Aid Office Email: \_\_\_\_\_

Is the institution accredited?  Yes  No Type of accreditation: \_\_\_\_\_

## Financial Information:

Amount of grant request: \$ \_\_\_\_\_

Expenses:  Per Year  Per Semester  Course Fee  Other

(IDENTIFY THE AMOUNT OF THE EXPENSE BY CATEGORY BELOW)

Tuition: \_\_\_\_\_ Books: \_\_\_\_\_

Room and Board: \_\_\_\_\_ Other: \_\_\_\_\_

# Application for Master's Fund Continuing Education Grant Continued

Name of Applicant: \_\_\_\_\_

Financial Resources:

(IDENTIFY THE AMOUNT OF THE EXPENSE BY CATEGORY BELOW)

Parish/Diocesan Grants: \_\_\_\_\_ Other Grants: \_\_\_\_\_

Scholarships: \_\_\_\_\_ Employer: \_\_\_\_\_

Family and Gifts: \_\_\_\_\_ Other: \_\_\_\_\_

If you are experiencing financial hardship, please explain the circumstances on a separate page and attach it to your application.

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I pledge that the education funded by this grant will be used to make Christ known to others and spread God's love throughout the world. I certify that monies received as a result of this grant request are to be used for the purpose stated and any monies received in excess of the actual need will be returned to The Order of the Daughters of the King®. I further understand that I have an obligation to provide requested feedback to the Master's Fund Chair in the manner and time specified in the award notification letter and The Order has my permission to publish my name and/or photograph in publications and correspondence of The Order. Failure to provide feedback may impact the approval of future grant requests.

Applicant's Signature: _____ Date: _____