

Father John D. Boddie Memorial Grant – Continuing Education and/or Workforce Development Grant Request

Eligibility Criteria - Continuing Education and/or Workforce Development Grant Request Application

Please review the following criteria to be certain that you are eligible to apply for this grant.

To be eligible to participate in the Continuing Education and/or Workforce Development Grant program, a student must:

1. be a registered member of the Catholic Church of the Visitation in Middlesex County, Virginia;
2. demonstrate a commitment to the church through involvement in worship and other parish related activities;
3. be enrolled or plan to enroll in a continuing education/training program, a technical/vocational program or career study certificate program in the United States. Career study certificate programs of less than 18 credits in total length are eligible;
4. complete the Father John D. Boddie Memorial Grant – Continuing Education and/or Workforce Development Grant Request Application.

Instructions

General

- Download application file.
- Complete all required fields which are marked by an asterisk (*).
- Send or deliver completed application with all attachments to:

Church of the Visitation
Attn: Father John D. Boddie Memorial Scholarship/Grant

Mailing Address:
P.O. Box 38
Topping, Virginia 23169

Physical Address:
8462 General Puller Highway
Topping, Virginia 23169

Email:

Office@COVTopping.org

Telephone: 804-758-5160

Applicant Information

***Applicant Full Name:** _____

***Mailing Address:** _____

***Phone:** _____

***Email:** _____

Program Title and Description

***Name and complete description of program.**

Goal of Person Requesting Funds

***Why are you doing the continuing education or training and what do you want to accomplish?**

Purpose of the Funds Request

***What are the specific uses for the requested funds?**

Program Cost

***What is the total program cost?**

Amount Requested

***Amount requested from the Church of the Visitation.**

Other Sources

***List amount and source of additional funds.**

Additional Information for Request for Continuing Education (CE) Funds

***Is the CE for a professional license or career enhancement?**

***Is the CE an annual requirement?** _____

***When does the CE have to be completed?** _____

***Can the CE be completed at home or does it have to be completed outside the home?** _____

***Statement of Financial need.**

Describe how this scholarship would be helpful to you and your family. Add any other considerations that affect financial need. Attach to application.

Additional Information for Request for Workforce Development Funds

***Is this for a technical or vocational program?** _____

***Is this training for career enhancement?** _____

***Length of program?** _____

***Is this program a classroom program or a self-study program? If in a classroom, what is the location?** _____

***Statement of Financial need.**

Describe how this scholarship would be helpful to you and your family. Add any other considerations that affect financial need. Attach to application.

Letter of Recommendation

Instructions

You have two options:

- attach all letters of recommendation to your completed application,
- or
- have your recommender email the letter of recommendation directly to the Church of the Visitation. The email must state your name.

***Letter of Recommendation #1 - Father John D. Boddie Memorial Scholarship**

Letter must be from someone who knows you through your education, employment or volunteer service.

***Letter of Recommendation #2 - Father John D. Boddie Memorial Scholarship**

Letter must be from an appropriate parish member verifying church involvement.

Certification

***Full name of applicant:**

***Application Packet**

I have checked the Application Packet to ensure that all my attachments appear correctly.

Signature_____

Date_____

***Applicant Certification**

I certify that the information provided in this application is complete and accurate to the best of my knowledge.

Signature_____

Date_____