

**St. John Vianney**  
**Mission Trip Endowment Grant Program**  
**Revised August 3, 2018**

The Mission Trip Endowment Fund was created in 2012 with parishioner donations designated by the Archdiocesan Faith in our Future campaign. Each year, St. John Vianney Parish (SJV) will award endowment funds to SJV parishioners through the “Mission Trip Endowment Grant Program” to assist them in participating in a Catholic mission trip.

**Purpose**

The purpose of this grant program is to encourage and support all SJV parishioners who want to follow Christ’s call to be a missionary.

**Who May Apply**

Youth and adult parish members or employees of SJV may apply through the yearly application process. Application forms can be found at [stjohnv.org](http://stjohnv.org) or obtained from the Christian Formation Office.

**When to Apply**

Completed applications for grants for the SJV adult and youth mission trips are due to the Director of Human Concerns for adult mission trips or to the Associate Director of Child and Youth Ministry for youth mission trips, on or before February 28 of each fiscal year. Awarded funds are made available following completion of application process. The Directors have the authority to change this deadline if needed. All applicants will be notified if the application deadline is changed.

It is possible to receive a grant award for an eligible mission trip that takes place prior to the application process but within the current fiscal year. Eligible applicants would need to apply through the normal process and those that qualify for an award would receive the funds as reimbursement for a portion of the mission trip costs.

**Mission Trips Eligible for Support**

Eligible mission trips are those that are supported by or affiliated with Catholic organizations such as but not limited to the SJV Youth Mission Trip, Global Youth Missions, and the Sister Parish Mission Trip. The mission trip must be scheduled to take place during the current or next fiscal year. Eligible mission trips may be to local, national or international locations.

**Use of Grant Awards**

Grants awards are for the partial coverage of trips not fully funded by other sources. The funds may be used for:

- Transportation
- Room and board
- Equipment and materials
- Registration fees

**Application Process**

Grant applications for adults and youth are available from the Director of Human Concerns or the Associate Director of Child and Youth Ministry. Completed applications will be reviewed and grant awards will be made by a committee including the Pastor, the Associate Director of Child and Youth

Ministry, the Director of Human Concerns and one Trustee. Selection is based on merit, relevance and benefit to the community. To be eligible for consideration, applications must be filled out completely.

Completed grant applications must be submitted to the Director of Human Concerns or the Associate Director of Child and Youth Ministry on or before February 28 of each year. The Directors have the authority to change this deadline if needed. All applicants will be notified if the application deadline is changed.

The Directors will notify all applicants by phone or email about the status of their grant requests. If applying for participation in an SJV youth mission experience, funds will be applied to the individual applicant's mission trip account following application processing.

### **Funding**

The total funding available each year is determined by the Endowment Board. One half of the funding shall be available for SJV sponsored youth mission trips, and the other half available for all other SJV mission trips. Grant amounts for SJV sponsored youth mission trips will be determined by dividing the dollar amount available by the number of eligible grant applications. Grants for youth mission trips shall be awarded in an amount up to but not exceeding the published cost of the trip. Grant amounts for all other SJV mission trips will be awarded in the amount of a maximum of \$1,000 per applicant. Money remaining after March 31 each year after paying all grants will be carried over to the next fiscal year. The Director of Human Concerns will inform the pastor of the carryover amount, if any, so that that information can be used in making a decision of how much, if any, to withdraw from the Endowment Fund for Mission Trip grants in the following year.

If for some reason a grant recipient does not participate in the planned mission trip, the awarded grant money from the SJV Mission Trip Endowment Fund must be returned to SJV.

### **Grant Recipient Expectations: What happens after the mission trip?**

All grant recipients must share their experiences with others in the parish community. They shall each answer a post-mission trip survey which is available from the Youth Ministry Office. It must be completed and returned to the Associate Director of Child and Youth Ministry within two weeks of returning from the trip.

The recipients will be expected to share their experience with other parish members by providing any relevant photos of their trip, printing their story in the bulletin and/or on the parish web site, and by making their name and contact information available as a resource for others interested in mission trips.

**SJV Mission Trip Grant Application: Section I**

**APPLICATON DUE DATE:**

All Mission Participants →

**RETURN TO:**

SJV Associate Director of Child and Youth Ministry

**SECTION I**

Date:

Applicant name:

Address:

City:

State:

Zip:

Email:

Phone:

***If you are under 18 years of age, please provide the following:***

Date of Birth:

Grade level in current school year:

**Parent or legal guardian information**

Name:

Address:

City:

Phone:

Email:

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Mission trip location:

Departure date:

Return date:

Name of Catholic organization sponsoring the mission trip:

Organization address/contact information:

Organization web site (if available):

**SJV Mission Trip Grant Application: Sections II-III**

**SECTION II**

Why do you want to go on this mission trip? How do you hope your mission experience will enhance your faith?

**SECTION III**

*Section III to be completed only by those participating in mission experiences supported by or affiliated with Catholic organization. SJV youth mission trip participants need not complete this section.*

Total cost of mission trip per person:

Amount of financial support from other individuals or groups:

Please list other fundraising efforts you will participate in:

How much support are you asking for from SJV?

Payment information:

Check should be made payable to:

Check should be mailed to:

Attn:

Address:

City:

State:

Zip:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Save and send this completed application via email to [daveb@stjohnv.org](mailto:daveb@stjohnv.org)

OR print out and submit to:

SJV Christian Formation Office  
Associate Director of Child and Youth Ministry  
1755 N. Calhoun Road  
Brookfield, Wisconsin 53005

### **SJV Post-Mission Trip Survey**

To be completed by each recipient of a Mission Trip Grant within two weeks of returning. Please return to the Associate Director of Child and Youth Ministry.

Your name:

Mission trip location:

Dates of mission trip:

What were your personal goals for this mission?

What do you believe you accomplished?

What were the best parts of your overall experience?

What were the most difficult parts of the experience?

How would you describe the effect this mission trip had on your Spiritual life or God's plan for your life?

How do you think this experience will influence your decisions or action in your daily life?

Save and send this completed survey via email to [daveb@stjohnv.org](mailto:daveb@stjohnv.org)

OR print out this completed application and drop off at the SJV Christian Formation Office or mail it to:

St. John Vianney  
Attn: SJV CF Mission Grant Program  
1755 N. Calhoun Road  
Brookfield, Wisconsin 53005