

St. John Vianney
Mission Trip Endowment Grant Program
Revised February 20, 2019

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 may apply through the yearly application process. Application forms can be found at www.stjohnv.org or obtained from the Christian Formation Office.

When to Apply

There are separate application deadlines for adult and youth mission trips:

Adult Mission Trip Grant Application Deadline

Completed applications for grants for SJV adult mission trips are due to the Director of Human Concerns on or before November 1 of each year. No application will be accepted for a given fiscal year before August 1 of that year. Awarded funds will be made available after the Grant Awards Committee meeting subsequent to November 1 of each fiscal year. Applications submitted prior to August 1 or after November 1 will be returned to the applicant with no grant made. The Director of Human Concerns has the authority to change these deadlines if needed.

Youth Mission Trip Grant Application Deadline

Completed applications for grants for SJV youth mission trips are due to the Associate Director of Child and Youth Ministry on or before February 28 of each fiscal year. Awarded funds are made available following completion of the application process. The Associate Director of Child and Youth Ministry has the authority to change this deadline if needed.

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 and the Santísimo Sacramento 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.

Approval Process

There are separate approval processes for adult and youth mission trips:

Adult Mission Trip Grant Approval Process

Completed applications will be reviewed and grant awards will be made by a Grant Awards Committee consisting of 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.

Youth Mission Trip Grant Approval Process

Completed applications will be reviewed and grant awards will be made at the sole discretion of the Associate Director of Child and Youth Ministry. Selection is based on merit, relevance and benefit to the community. To be eligible for consideration, applications must be filled out completely.

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 for a particular mission trip by the number of eligible grant applications for that trip. 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 adult SJV mission trips will be awarded in an amount up to a maximum of \$1,000 per applicant.

With regard to adult mission trips, preference shall be given to applicants who have not received an SJV mission trip grant before. No adult mission trip applicant may receive more than one grant in a period of three fiscal years. If, for example, an adult mission trip applicant received a grant in the 2018-2019 fiscal year then that person would not be eligible for a grant again until the 2021-2022 fiscal year. The rules in this paragraph do not apply to youth mission trip grants.

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 below. It must be completed and returned to the Director of Human Concerns for adult missions or to the Associate Director of Child and Youth Ministry for youth missions 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: See “When to Apply” section above

RETURN TO: SJV Director of Human Concerns for adult mission trips or to the SJV Associate Director of Child and Youth Ministry for youth mission trips

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:

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 johnnt@stjohnv.org for adult mission trip grants or to daveb@stjohnv.org for youth mission trip grants.

Or print out and submit to:

Adult Mission Trip Grants

Mr. John B. Thompson
St. John Vianney Catholic Church
1755 N. Calhoun Road
Brookfield, Wisconsin 53005-5036

Youth Mission Trip Grants

Mr. Dave Baudry
St. John Vianney Catholic Church
1755 N. Calhoun Road
Brookfield, Wisconsin 53005-5036

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 Director of Human Concerns for adult mission trips or to the Associate Director of Child and Youth Ministry for youth mission trips.

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 johnt@stjohnv.org for adult mission trips or to daveb@stjohnv.org for youth mission trips.

Or print out this completed application and drop it off at the SJV Christian Formation Office or mail it to the Director of Human Concerns for adult mission trips or to the Associate Director of Child and Youth Ministry for youth mission trips at the address shown above.