



The Roman Catholic Diocese of  
**BATON ROUGE**  
OFFICE OF THE VICAR GENERAL

## Catholic Education Trust Fund Funding Year 2024 - 2025

February 21, 2024

Dear Pastors:

The *Catholic Education Trust Fund* ("Trust") application process opens February 21, 2024. **The application deadline for this year is April 19, 2024.**

The *Trust* has provided supplemental support to Catholic Schools and Parish Schools of Religion for over 20 years. Funds have served catechetical programs, initiatives, tuition assistance, salaries, professional development, and religious education for lay formation in parishes and schools, as well as provided technology improvements used in the implementation process.

The *Diocese of Baton Rouge Catholic Education Trust Fund Guidelines* were revised in January 2023 to emphasize the combined mission of evangelization and education in Catholic Schools and Parish Schools of Religion. Please review the Guidelines with the appropriate staff, with close attention to *Article VII: The Criteria*, *Article VIII: the Process*, and *Article IX: Annual Reports*.

We strongly encourage you to take full advantage of this opportunity. Please contact Dr. Davis in the Catholic Schools Office, or Dina Dow in the Office of Evangelization & Catechesis if you have any questions.

In Christ,

Very Rev. Jamin S. David  
Vicar General/ Moderator of the Curia  
Ex-Officio Member

Dr. Patricia Davis, Superintendent  
Catholic Schools Office  
Ex-Officio Member

Dina D. Dow, Director  
Evangelization &  
Ex-Officio Member

# THE DIOCESE OF BATON ROUGE CATHOLIC EDUCATION TRUST FUND GUIDELINES

## **Article I: Purpose**

The primary purpose of The Catholic Education Trust Fund is to foster and strengthen the evangelistic and education mission of Catholic Schools and Parish Schools of Religion in the Diocese of Baton Rouge by providing grants for education programs that educate, enrich, empower and engage.

## **Article II: Establishment**

Grants will be awarded yearly from the interest accumulated initially from a two million dollar endowment. Growth will incur through additional gifts and bequests.

## **Article III: Governance – The Catholic Education Trust Fund Advisory Board**

The Catholic Education Trust Fund Advisory Board is formed through recommendations given to the Diocesan Bishop of the Diocese of Baton Rouge by the Diocesan Superintendent of Catholic Schools and the Director of the Office of Evangelization and Catechesis. The total number of members shall be six (6) with three nominated by each the Superintendent of Schools and the Director of the Office of Evangelization and Catechesis; their terms of office shall be for two years. These members' terms of office are renewable.

In addition, the Vicar General and Moderator of the Curia, the Superintendent of Schools, and the Director of the Office of Evangelization and Catechesis shall serve as *ex-officio* members.

Meetings shall be co-chaired by the Superintendent of Schools and the Director of the Office of Evangelization and Catechesis.

## **Article IV: Governance – Voting**

The simple majority vote of a quorum of members shall be adequate to make recommendations for disbursement of grants. Final approval of these disbursements is given by the Vicar General and Moderator of the Curia.

## **Article V: Governance – Meetings**

The Catholic Education Trust Fund Advisory Board shall meet at least twice a year to review applications and make recommendations.

## **Article VI: Adjudication of Disputes**

The Diocesan Bishop shall have the authority to settle disputes regarding this trust fund.

## **Article VII: The Criteria for the Catholic Education Trust Fund Grants**

The Trust Fund will not fund general debt reduction.

Projects/Proposals will be evaluated on the basis of:

- Compatibility with the overall objectives of the Catholic Education Trust Fund;
- Feasibility in terms of leadership and plans presented;
- Significance in terms of overall impact; and
- The proposal's potential for long-term success.

Specific objectives of The Catholic Education Trust Fund include but are not limited to the following:

- To assist Catholic Schools and Parish Schools of Religion in the Diocese of Baton Rouge to initiate special, creative, and innovative programs;
- To provide emergency "bridge" assistance to Catholic Schools in time of need;
- To enable Catholic Schools in the Diocese of Baton Rouge to establish a tuition assistance program;
- To enable Catholic Schools and Parish Schools of Religion in the Diocese of Baton Rouge to provide adequate in-service and professional development of their staff; and
- To provide religious education opportunities for the laity.

#### **Article VIII: Grant Application Process**

All pastors and principals of Catholic Schools in the Diocese of Baton Rouge will be notified by mail regarding the availability of educational grants including an application.

Completed applications for the funding year must be submitted no later than 15 March annually. Recipients will be notified of the grant awards no later than 01 August .

The parish or school submitting the application will also need to submit:

- A description of the proposed education program/project and how it will enhance ministry of the Church of Baton Rouge;
- Budget and dollar amount requested;
- Project activities, objectives, targeted audience(s), operation procedures, and time scheduled (anticipated duration of proposed grant);
- Anticipated outcomes/impacts;
- Statistics and or listings of personnel and financial resources available and needed; and
- A letter of recommendation from the pastor or principal indicating endorsement of the project or program.

#### **Article IX: Annual Reports**

A written report detailing Funded activity and the disposition of income from the Fund shall be prepared and submitted to the Diocesan Bishop through the Vicar General and Moderator of the Curia by the Catholic Education Trust Fund Advisory Board.

A written report detailing activity on the part of the grant recipient should also be submitted by the end of the calendar year.

**Catholic Education Trust Fund**  
Funding Year 2024 - 2025

**Recommendations for Use**

**Catholic Schools**

- To assist Catholic Schools in the Diocese of Baton Rouge to initiate special, creative, innovative programs.
- To maintain a stable tuition for Catholic Schools in order to prevent an elitist educational system.
- To assist Catholic Schools in the Diocese of Baton Rouge to maintain equitable salaries.
- To provide emergency "bridge" assistance to Catholic Schools in time of need.
- To enable Catholic Schools in the Diocese of Baton Rouge to establish a tuition assistance program.
- To enable Catholic Schools in the Diocese of Baton Rouge to provide adequate in-service and professional development for their staff.
- To provide religious education opportunities for the overwhelming number of laity who have replaced religious.

**Parish Schools of Religion**

In addition to catechetical resources and programs, we highly encourage investing in your professional staff and volunteer catechists through enrollment in Adult Formation Courses to support their continued faith formation and completion of Religious Education Certification, *Certificate in Catholic Theology & Catechesis* and/or higher education.

- ***Ministry & Theology*** Basic and Intermediate Certification Courses  
<https://diobr.org/ministry-and-theology-classes>
- ***Certification in Catholic Theology & Catechesis*** for career catechists, directors of religious education, schoolteachers, and individuals who want to better understand and teach their faith. (Fran-U  
<https://fran.edu/academics/academic-programs/catholic-theology-and-catechesis-certificate> )
- Undergraduate Degrees as well as Graduate Degrees in Theology from Catholic universities, either in-person or online
- On-line courses/training offered through various resources such as Word on Fire Institute, Augustine Institute, Catechetical Institute, and the Institute of Catholic Culture, Magis Center, ECHO Community
- ***FORMED.org*** for existing parish subscribers

- *Internship in Spiritual Direction*, partnership of Diocese of Baton Rouge, Fran-U, Archdiocesan Spirituality Center <https://diobr.org/spiritual-formation>
- Professional development for your office staff, to maintain salaries, as well as give the ability to offer new and innovative programs.

## Frequently Asked Questions

### Who completes the application for our parish/approved ministry?

Directors/Coordinators of Religions Education, Directors of approved apostolates, Catholic Schools Principals or assigned delegates should apply in consultation with their pastor or chaplain.

### Where is the Application located?

- Applications are available online at <https://diobr.org/cetf>
- Please download the application to complete.

### When is my application due?

- DEADLINE for application is **April 19, 2024**

### What do I include with the completed Application?

- *Letter of Support* signed by the Pastor or Chaplain
- *Projected Budget for Funding*

### How do I submit the completed application?

**Option One:** Scan then email the completed application to [ddow@diobr.org](mailto:ddow@diobr.org)

**Option Two:** Mail or hand deliver the completed application to:

**Mail to:**

Mrs. Dina Dow, Director  
Office of Evangelization & Catechesis  
P.O. Box 2028  
Baton Rouge, LA 70821-2028

**Hand-deliver:**

Mrs. Dina Dow, Director  
Catholic Life Center

## Religious Education Certification Details Diocese of Baton Rouge

### *Pagella & Policies*

General Norms, Page 11

#### **Formation is Always Expected**

- Laity who minister in the name of the Church within the Diocese of Baton Rouge are encouraged to acquire theological and practical formation necessary for the role(s) undertaken.

#### **Formation Levels**

- Extraordinary Ministers of Holy Communion
  - undergo the proper training and formation for this liturgical role.

#### **The following minimal levels of catechetical certification are required:**

- (1) Catechists in Parish parochial elementary and high school programs of religious education are required to obtain “Basic Certification.” (MAT-DIOBR)
- (2) Principals of Catholic schools are required to obtain “Intermediate Certification.” (MAT-DIOBR)
- (3) Catechists in Catholic high schools, religion coordinators in Catholic schools at any level, and parochial coordinators of religious education and of sacramental preparation are required to obtain “Advanced Certification.” (*Certification in Catholic Theology & Catechesis* - Fran-U, BR)
- (4) Parochial directors of religious education are required to obtain “Professional Certification.” (Master’s degree in Theology or related field)
- (5) **Catholic Sexual Morality:** Additionally, those who offer education in Catholic sexual morality are required to be specially certified in that area of expertise. This certification is acquired through *Theology of the Body* training sponsored by the Office of Evangelization & Catechesis, Diocese of Baton Rouge.



## **PARISHES**

The following are the minimum Religious Education Certification requirements for the Diocese of Baton Rouge.

**BASIC CERTIFICATION** is required for parish elementary catechists and parish high school catechists.

**INTERMEDIATE CERTIFICATION:** No parish ministry at this time requires Intermediate certification, but individuals are encouraged to move beyond the basic certification.

**ADVANCED CERTIFICATION:** parochial (parish) coordinators in religious education and sacramental preparation are required to obtain “Advanced Certification.”

**PROFESSIONAL CERTIFICATION** is required for the parochial (parish) directors of religious education (DRE).

**CATHOLIC SEXUAL MORALITY CERTIFICATION** is required for any catechist or youth minister, who is responsible for teaching sexual morality catechesis or facilitating in group discussion of Catholic sexual morality. Individuals are certified through the Diocesan hosted Theology of the Body Training.

## **SCHOOLS:**

**BASIC CERTIFICATION** is required for all Catholic School teachers.

**INTERMEDIATE CERTIFICATION** is required for Catholic School principals & assistant principals.

**ADVANCED CERTIFICATION** is required for catechists in Catholic high schools and Catholic School Religion Coordinators (CRE).

**BACCALAUREATE DEGREE** is required for high school teachers of religion

**CATHOLIC SEXUAL MORALITY CERTIFICATION** is required for any teacher who is responsible for teaching sexual morality catechesis or facilitating in group discussion of Catholic sexual morality. Individuals are certified through the diocesan hosted Theology of the Body Training.



The Roman Catholic Diocese of  
**BATON ROUGE**

**Catholic Education Trust Fund Application**  
Funding Year 2024 - 2025

***Please Return the application by April 19, 2024 via:***

**Option One:** Scan then email the completed application to [ddow@diobr.org](mailto:ddow@diobr.org)

**Option Two:** Mail or hand deliver the completed application to:

**Mail to:**

Mrs. Dina Dow, Director  
Office of Evangelization & Catechesis  
P.O. Box 2028  
Baton Rouge, LA 70821-2028

**Hand-deliver:**

Mrs. Dina Dow, Director  
Catholic Life Center  
1800 S. Acadian Thruway  
Baton Rouge, LA 70808

**INSTRUCTIONS FOR COMPLETING THIS GRANT APPLICATION:**  
(Applicant, please adhere to the requirements below to be considered for funding.)

1. Please complete the form and submit by U.S. Mail, or Scan/Email, or In-person drop off.
2. Only **one application per school/parish/apostolate** please.
3. Applications are to be submitted either by the Pastor, School principal, director, or assigned delegate.
4. Applications require a letter from the pastor of the parish or principal of the school acknowledging and supporting the application.
5. Please use a separate sheet of paper for further explanations if necessary.
6. The completed *Projected Budget for Funding* Forms are to be sent with the applications showing projected costs.
7. *Itemized Actual Budget of Funds* form is to be sent by March 15, 2025.
8. Applications will be considered only if: (a) all if the information accompanies the application, (b) information is submitted by the application deadline.

**Applications are due in the Office of Evangelization & Catechesis  
By April 19, 2024**

## **General Information:**

Church Parish/School: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Person completing the application: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Position: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

## **For Parish Applicants \***

**\*[NOTE: If applying only for Form.org , please proceed to Page 16.]**

Is the parish part of a cluster? Yes \_\_\_\_ No \_\_\_\_

If yes, please list all parishes in the cluster:

\_\_\_\_\_

If yes, please indicate are applying \_\_\_\_ as one clustered or \_\_\_\_ as individual parish within a cluster.

If yours is a clustered parish, does the religious education program function separately in each parish or are the programs jointly sponsored? \_\_\_\_\_

Registration fee for Elementary Parish School of Religion (K-8) \$\_\_\_\_\_

Registration fee for Sacramental Preparation First Reconciliation/Eucharist  
\$\_\_\_\_\_

Registration fee for High School Parish School of Religion (9-12) \$\_\_\_\_\_

Registration fee for Sacramental Preparation for Confirmation \$\_\_\_\_\_

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Please indicate the number of catechists serving each ministry

Parish School of Religion Elementary \_\_\_\_\_ Middle School \_\_\_\_\_ HS \_\_\_\_\_  
Sacramental Prep First Reconciliation \_\_\_\_\_ First Eucharist \_\_\_\_\_ Confirmation \_\_\_\_\_  
RCIA For Adults \_\_\_\_\_ For Children \_\_\_\_\_  
Adult Faith Formation \_\_\_\_\_

Number of certified catechists serving in your formation ministries \_\_\_\_\_  
(please ask your MAT Site Coordinator for profile updates)

When requesting funds for Catechist Certification and Training, please indicate the number of courses per catechist:

\_\_\_\_\_Ministry & Theology Courses, Basic DIOBR (MAT) (\$20/per course)\*  
\_\_\_\_\_Ministry & Theology Courses, Intermediate Certification, DIOBR (MAT) \*  
\_\_\_\_\_ *Catholic Theology & Catechesis Certificate*, Fran-BR\* (Parish DRE)  
\_\_\_\_\_Graduate Studies for Director or other Catechists, various institutions  
\_\_\_\_\_ *Internship in Spiritual Direction*,  
\_\_\_\_\_Workshops (registration and material fees only)  
\_\_\_\_\_Conferences (registration fee only)  
\_\_\_\_\_OTHER

Current number of catechists seeking Certification \_\_\_\_\_

Approximate number of anticipated catechists for Certification \_\_\_\_\_

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## Total Funding Requested

Total amount of funding requested from CETF: \_\_\_\_\_

## Parish Applicant Signatures

### Applicant

To the best of my knowledge, the information given in this completed application form is correct.

\_\_\_\_\_  
Signature of Applicant      Typed or printed name      Date

### Pastor Acknowledgement

I have read this completed grant application and authorize the applicant to submit.

\_\_\_\_\_  
Signature of Pastor/Administrator      Typed or printed name      Date

## For School Applicants

Student enrollment: Elementary: \_\_\_\_\_ High School: \_\_\_\_\_

Number of families: Elementary: \_\_\_\_\_ High School: \_\_\_\_\_

Name of person designated as the CETF Grant Coordinator: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

What school group benefits directly by receiving these funds:

On a separate sheet of paper, describe the project or initiative and state the purpose for which the school is submitting this application. Please be concise and specific in your description using no more than one page. Include a timeline for implementing the project and accountability plan for using these funds. (Deadline for use of funds is June 30, 2025.)

Complete *Projected Budget for Funding Form* that lists the materials, equipment, and services required to implement the use of the funds. Please include your source for identifying the cost item, e.g. textbook catalog, publishers' price list. When ordering texts, list the grade levels and the number of textbooks for each.

## Total Funding Requested

Total amount of funding requested from CETF: \_\_\_\_\_

## Catholic School Signatures

### Applicant

To the best of my knowledge, the information given in this completed application form is correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Typed or printed name

\_\_\_\_\_  
Date

### Principal Acknowledgement

I have read this completed grant application and authorize the applicant to submit.

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Typed or printed name

\_\_\_\_\_  
Date



## Projected Budget for Funding

Item	Source for pricing	Quantity	Cost	Additional Information
TOTAL				

POST OFFICE BOX 2028, BATON ROUGE, LOUISIANA 70821



**Catholic Education Trust Fund**  
Funding Year 2024 – 2025

**Itemized Actual Budget of Funds**  
2024-2025

(To be submitted after allotted funds are spent and no later than March 15, 2025)

Item	Source for pricing	Quantity	Cost	Additional Information

School/Parish: \_\_\_\_\_

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name



Catholic Education Trust Fund Application for Formed.org  
**Subscription Support**  
Funding Year 2024 ~ 2025

**INSTRUCTIONS FOR COMPLETING THIS GRANT APPLICATION:**  
**(Applicant, please adhere to the requirements below to be considered for funding.)**

- To be completed by parishes who are applying **ONLY** for Formed.org **subscription support**.
- Applications are to be submitted either by the Pastor, DRE or Apostolate Director.
- Applications require a signature from the pastor/administrator of the parish acknowledging and supporting the application.
- Completed *Projected Budget for Funding* Forms are to be sent with the applications showing projected costs. (See Page 17)

**Applications are due in the Office of Evangelization & Catechesis  
by April 19, 2024**

**Parish Information:**

Church Parish: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Person completing the application: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Position: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Name person designated to coordinate the Religious Education Program: \_\_\_\_\_

**Pastor**

I have read this completed grant application and authorize the applicant to submit.

\_\_\_\_\_  
Signature of Pastor/Administrator

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date



## Catholic Education Trust Fund for Parishes

### Projected Budget for Funding for Formed.org Subscription 2024 ~ 2025

Item	Source for pricing	Quantity	Indicate Parish size <input checked="" type="checkbox"/>	Cost	Additional Information
FORMED.ORG	DIOCESE OF BATON ROUGE	FOR PARISH WITH <b>OVER</b> 400 FAMILIES		\$900.00	RENEWAL FOR 2024-2025 SUBSCRIPTION
			OR		
FORMED.ORG	DIOCESE OF BATON ROUGE	FOR PARISH WITH <b>LESS THAN</b> 400 FAMILIES		\$450.00	RENEWAL FOR 2024-2025 SUBSCRIPTION

### Total Funding Requested

Total amount of funding requested from CETF: \_\_\_\_\_

Please Return the application to:  
By **April 19, 2024**

Attention: Dina Dow, Director, [ddow@diobr.org](mailto:ddow@diobr.org)  
Office of Evangelization and Catechesis  
Catholic Diocese of Baton Rouge  
P.O. Box 2028, Baton Rouge, LA 70821-2028  
  
(225)387-0561