

FIRST CONGREGATIONAL CHURCH

United Church of Christ
906 Main Street
Williamstown, Massachusetts 01267

"A Helping Hand for Helping Hands"

**2007 Application for a Training Grant for
Not-for-Profit Human Service Agency
Staff, Executives, and Volunteers
Serving the Northern Berkshires**

(Please print or type)

Date: _____
Name: _____
Agency: _____
Address: _____

Email: _____ Phone: _____ Fax: _____

Home Address: _____

Email: _____ Phone _____

What is your current title?

Describe your current responsibilities:

How long have you been employed by this agency? _____

What program do you wish to attend and why do you feel it will enable you to improve your professional skills and your performance?

Will your agency provide any funds for the program you plan to attend? Yes ___
No ___ If yes, what level of funding is available? _____

Please indicate the total amount of the grant you are seeking from Helping Hands
\$ _____

Please include the following with this application:

- A brochure or photocopy describing the program you wish to attend.
- A one-page copy of your résumé to help the committee understand the current level of your background and level of training.
- A letter of support from your supervisor, or in the case of agency directors, the chair of your board of directors.
- A description of your agency, its mission, the community it serves, and its sources of revenue.
- An estimate of how your grant will be spent-- tuition, fees, study materials, travel, meals, and lodging. Note: Grant funds may be used for tuition and fees, lodging at no more than \$100 per night, meals at \$40 per day, auto travel at 35 cents per mile up to 400 miles.
- Applications for 2007 may be filed at any time beginning February 10, 2007. You will be notified of the results of this application within 30 days after it is received at the church. Tuition and fees for recipient's training activities will be paid directly by the church. Travel and lodging expenses will be reimbursed by the church following receipt of an expense report from the recipient.

Important Notes:

- Preference will be given to applicants who plan to attend programs within a 200 mile radius of Williamstown.
- Applicants must be willing to meet with the selection committee to discuss their application if deemed necessary.
- The recipient of a grant and/or a representative of his or her agency will be expected to present an oral and written report to the congregation, discussing the agency's mission as well as views of the outcome of the training.

Send this application to: Helping Hand Grant Program, First Congregational Church of the United Church of Christ, 906 Main Street, Williamstown, MA 01267. Att: Carl Westerdahl

MISSION STATEMENT

We, the members of the First Congregational Church in Williamstown, Massachusetts, strive to be a body of Christ in which all people may worship God and relate to one another with a secure feeling that they are welcome and appreciated. We seek to create a safe, accessible haven where a person's faith may be nurtured and developed in the sharing of diverse cultural and spiritual experiences of God. We will try, with the help of God, to lead a life of Christian love and service to God, humanity, and all creation. In offering ourselves to this sacred mission, we attempt to show the way of Christ so that the community and the world in which we live may learn "to do justice, love mercy, and to walk humbly with God." (Micah:6:8)