



The Catholic Education Endowment Trust

Providing opportunities for scholarship assistance in the various ministries
of Catholic Education within the Catholic Diocese of Cleveland

Grants Available Through CEET

Emergency Tuition Assistance Grants

Emergency Assistance is available to families with children in elementary and/or high schools in the Catholic Diocese of Cleveland, who are experiencing a **major family crisis** and cannot meet their tuition obligation during the current school year. Examples of circumstances that are considered to be a major family crisis are: serious illness or death of either parent, loss of employment, separation or divorce, or otherwise unexpected situation that impacts a family.

A family in an emergency situation should always contact the school first. The following procedure should be followed:

1. Before resorting to the CEET Emergency Assistance Fund, determine at the school level if there is an actual emergency directly affecting a family's ability to pay tuition this school year or if this is about a chronic inability to pay/overall affordability.
2. The school should discuss options available to the family at the local level first. This may include a payment plan and/or local financial assistance.
3. If all of these options have been exhausted, and the family has not received an Emergency Tuition Assistance Grant in the past, **the school** can request an application. Please do not advise the family to call the diocese. We rely on the schools, who know their families and would know if the situation qualifies as a valid emergency (as stated in #1).
4. Emergency Assistance may only be requested for current year tuition (grants are not made for past due balances) and only for tuition that is in arrears, where there is no hope the family will be able to honor their financial obligation.
5. When submitting an application for Emergency Assistance, **please review the completed application for accuracy and completeness**. Families must fill out all required financial information, including the chart listing dependents and their associated tuition information. **School forms detailing student accounts may be included with the application but are not a substitute for the information to be filled out on the application form**. Completed applications should be signed by the Principal or Business Manager of the school.
6. Please email Cindy Williams-CEET Grant Coordinator to request an application at cwilliams@dioceseofcleveland.org (preferred method for tracking purposes)
7. Call Cindy at 216-696-6525 ext. 2830 with questions.
8. **Emergency Assistance Grants can be requested beginning November 1st and ending May 1st. No new applications can be requested after May 1st. Completed applications must be received by the CEET Grant Coordinator by June 1st.**

Catholic School Principal Leadership Grant (CSPL)

Catholic elementary and secondary school teachers seeking to become principals and current Catholic school administrators seeking to attain principal certification/licensure may apply. A minimum of three years teaching experience in a Catholic school is required. Applicant must be a practicing Catholic and an active member of a Catholic parish. Applicant should be committed to the development of a Christian spirit and a Catholic community of faith within the school. Reimbursement is up to 1/3 for initial submission or 1/4 for subsequent submission, of the cost of tuition (not including fees).

Procedures are as follows, but are subject to change:

- First time applicants require the endorsement of the applicant's pastor and one other person (such as current principal, assistant principal, colleague) who can attest to applicant's leadership skills, especially in areas of: faith, school programs, administration, and professional development. Thereafter, a subsequent application is required.
- Teacher applicants must submit documentation of leadership roles held in the school setting, e.g. chairing committees, school-wide program implementation, mentoring, grade level coordination, assisting the principal with administrative duties, etc. Documentation should include evidence of strong interpersonal skills.
- Applications are available year-round and are to be submitted to the CEET office after completion of a course. All applications (First time and subsequent) must include:
 1. An official transcript of the grade with instructor's or registrar's signature
 2. An official receipt of payment indicating the course cost, excluding fees
 3. A pamphlet or sheet describing the course
- Submission and reimbursement are done quarterly, for example, paperwork turned in within a given quarter, will be processed in the month following the end of a quarter. The applications are reviewed by a committee, who make the final decision for acceptance or declination
- Payment of grant funds will be awarded on an "as available basis". Priority will be given to first-time applicants and those with a lesser number of times funded.

Religious Education Program Grants (REPG)

(distinct from Rooted in Faith Grants)

- Grant funds for qualifying programs within the Diocese of Cleveland: e.g. stipends, retreats, books, CDs, DVDs (not including equipment like TVs, DVD players, Video Cameras, or for travel expenses to events outside the Diocese of Cleveland). Details and guidelines are outlined in the application.
- Maximum grant is \$1500 with a two-year funding limit.
- Priority is given to cooperative ventures among parishes, schools and/or agencies.
- The grant application is available in January and will be posted to the *Digital Academy* for Parish Catechetical Leaders and Principals to access.
- Grants are awarded by the CEET Board and are subject to the availability of funds.
- Notification of grant awards are sent in May. Funds are mailed to parish/school in August.

Questions or to request an application, contact:

Cindy Williams-CEET Grant/Special Scholarship Coordinator at: cwilliams@dioceseofcleveland.org
or 216-696-6525 ext. 2830