

Deadline Dates
APRIL 1
(for fall and spring semesters)

CHARLES B. KEESEE EDUCATIONAL FUND, INC.

P. O. BOX 431
MARTINSVILLE, VIRGINIA 24114

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**APPLICATION FOR BAPTIST
MINISTERIAL STUDENT GRANT**

NOTICE

1. **Little consideration will be given untidy, carelessly prepared applications.**
2. **Answers must be typed or written in ink.**
3. **ANSWER ALL QUESTIONS.** Do not answer any question with a check mark unless this is appropriate. If the answer is *none*, it should be so stated.
4. Applications must be **MAILED** on or before the deadline date. If you mail your application within three days of the deadline date, you should have the postmark hand-stamped at the post office. Postage meter marks will not be accepted as proof of mailing date. If there is any question that the application met the deadline date, the U. S. Postal Service postmark will be the one accepted as the mailing date. **DO NOT FAX OR E-MAIL** your application as this will not meet the deadline date. You may *not* submit the application on-line.
5. Your application will be acknowledged within 20 days of receipt. ***Should you decide to cancel your application, notify the Fund immediately.***
6. ***Submitting an application does not guarantee approval.***

This form has been provided as a frank and friendly means of obtaining information regarding each applicant, and you must give all information requested.

In order to meet the residency requirements of the Fund, a student must be a U.S. citizen and must have lived in the state of Virginia, North Carolina or South Carolina for a minimum of twelve months immediately prior to entering any college, seminary or school. THE TRUSTEES RESERVE THE RIGHT TO DETERMINE RESIDENCY.

2011 REVISION

9) List the colleges you attended and the degrees earned:

Name of College	Location	Dates attended	Degrees earned

10) What seminary or divinity school are you attending now or have you attended in the past? _____

List degrees earned _____

11) What seminary do you expect to attend next session? _____

12) Will this be your first year _____ second year _____ third year _____ fourth year _____

13) State complete name of the degree you are seeking. _____ Concentration _____

14) Expected date of graduation _____ (month/year)

15) Will you be enrolled as a full-time student? Fall _____ # hrs _____ Part-time student? _____ #hrs _____

Spring _____ # hrs _____ Part-time student? _____ #hrs _____

If you reduce your hours as reported above, notify the Fund immediately as this may affect the amount of your grant. Only one required on-line class (or hybrid class) per semester may be taken to count toward the hours required to receive the Keesee grant. All other classes must be on-campus.

16) Are you planning to prepare for the Baptist ministry as defined on page 5? _____ For religious work in the Baptist denomination as defined on page 5? _____ (Please provide details in your statement in answer to question #21.)

16a) What specific vocational position in ministry are you preparing for in a Baptist church or institution? _____

17) REFERENCES: Give complete names and mailing addresses of three references, one teacher, if possible, and two other persons who have known you for several years. Do not give the name of a relative or a student. The Fund will request references from the persons named, so determine if they will reply promptly before listing them. Applications will not be considered until all references have been received. You may wish to furnish e-mail addresses in addition to mailing addresses. (IF YOU HAVE RECEIVED A KEESEE GRANT FOR A PRIOR SESSION, YOU DO NOT NEED TO FURNISH REFERENCES AGAIN.)

1)				
(Circle Mr./Mrs./Dr./Rev.)Name	Street or box #	City	State	Zip
2)				
(Circle Mr./Mrs./Dr./Rev.)Name	Street or box #	City	State	Zip
3)				
(Circle Mr./Mrs./Dr./Rev.)Name	Street or box #	City	State	Zip

18) List below all your total present indebtedness - *attach another sheet if necessary.* If none, so state

Name of all Creditors	Original Amount	Amount Outstanding	Monthly Payment
TOTALS	\$	\$	\$

19) If you have made application for aid from any sources other than the Keesee Fund, state the sources and amount:

	\$
	\$

20) **IMPORTANT:** Itemize your budget as carefully and completely as possible for **12 months** for the months of **September to September**. If you are married or will marry during the school year, budget must show income and expenses for you, your spouse (for the months you will be married) and children. If both husband and wife are seminary students, and both meet all requirements to apply for the grant, separate applications must be submitted if you each want to request a grant; this budget sheet must reflect income & expenses for you both. **Be sure to extend figures for all income and expenses to the column for 12 months (September to September of the academic year for which you are applying.) WE EXPECT FULL DISCLOSURE OF ALL INCOME AND OTHER RECEIPTS.**

<u>INCOME/RECEIPTS</u>	<u>12 MONTHS</u>	<u>EXPENDITURES</u>	<u>12 MONTHS</u>
Aid from parents: Gift Loan (Check one)	\$	Tuition ___ # hrs. x \$ _____ per hour =	\$
Aid from relatives or friends Gift Loan (Check one)	\$	Fall semester hours _____ Spring semester hours _____ Summer hours _____ J –term hours _____	
Assistance from the seminary:		Campus auto registration fee	\$
Free Tuition	\$	Student Activity fee	\$
Free Board	\$	Other fees - explain	\$
Loan	\$	Food/Groceries \$ _____ monthly	\$
Grant	\$	Room Rent \$ _____ monthly	\$
Aid from church, mission board, or other denominational source: (name source)	\$	Utilities \$ _____ monthly	\$
Social Security /retirement/disability income	\$	Phone/ cell phone/internet/cable \$ _____ monthly	\$
G.I. Assistance:	\$	Textbooks/required materials	\$
APPLICANT'S INCOME: Your annual gross income: \$ _____ Taxes withheld _____ Insurance withheld _____ Retirement withheld _____ Other deductions _____		Clothing (family)	\$
Your annual net income after deductions:	\$	Laundry/dry cleaners	\$
Name of employer _____		Recreation/vacation (explain)	\$
SPOUSE'S INCOME: Spouse's annual gross income:\$ _____ Taxes withheld _____ Insurance withheld _____ Retirement withheld _____ Other deductions _____		Organizations/donations – <i>itemize on separate sheet</i>	\$
Spouse's annual net income after deductions:	\$	Travel Expense (daily travel)	\$
Name of employer _____		Church Expense (tithe)	\$
Expected aid from sources shown in # 19	\$	Loan Payments (from # 18)	\$
Aid and/or income from all other sources not already listed: (WIC/food stamps, child support/alimony, etc.)	\$	Mortgage Payments (from #18)	\$
		Insurance Payments (health, auto, life)	\$
		Personal Property tax/Real estate tax (if not included in mortgage payment)	\$
		Incidental Expenses (explain)	\$
		Expenses for dependents: (explain)	\$
		Medical/dental/eye care expenses <i>not covered by insurance or employer cafeteria/flex plan</i>	\$
		TOTAL EXPENDITURES (Line B)	\$
		TOTAL INCOME/RECEIPTS (from LineA)	\$
		BALANCE NEEDED (Line B less Line A)	\$
TOTAL INCOME/RECEIPTS (Line A)	\$	REQUESTED FROM KEESEE FUND	\$

SAVINGS ON HAND: \$ _____ EXPLAIN HOW SAVINGS WILL BE USED _____

RETIREMENT SAVINGS: _____ INVESTMENTS: \$ _____

21) On page 6, please write a statement of your (A) seminary or other school activities, (B) church activities, (C) leisure time activities, (D) life plans and purposes (**be specific and detailed in providing this information**) and attach a copy of your most recent grade transcript.

Grants are made to students who are preparing to enter the Baptist ministry or religious work in the Baptist denomination as defined below and are made at the discretion of the Board of Trustees. THE BOARD EXPECTS YOU TO ENTER THE FULL-TIME BAPTIST MINISTRY OR FULL-TIME BAPTIST RELIGIOUS WORK AS YOUR LIFE'S WORK AS DEFINED BELOW:

- 1) *He/she is to be employed and paid by a church or an institution or an agency of the Baptist denomination: and,*
- 2) *Employment in the Baptist ministry or Baptist religious work is to include a major component of work specifically identified as religious work requiring formal academic preparation. Such employment could include but is not limited to preaching, pastoral duties, local church music and youth ministry, director of religious education, teaching Bible and religion and missionary work; and,*
- 3) *If you are the spouse of a Baptist minister, not employed in secular work, and are devoting your life to assisting with your spouse's ministry, your work would meet this definition.*

The Charles B. Keesee Educational Fund provides grants to students for the **Master of Divinity Degree programs (dual degree students are not eligible)** and also for the **Master of Arts Degree programs in the following disciplines only:**

- | | |
|---|---|
| Master of Arts in Christian Education | Master of Arts in Biblical Languages |
| Master of Arts in Missiology | Master of Arts in Islamic Studies |
| Master of Arts in Intercultural Studies | Master of Arts in Worship |
| Master of Arts in Church Music | Master of Arts in International Church Planting |
| Master of Arts in Youth Ministry | |

Students enrolled for less than a full course load as defined by the seminary will not be eligible for a grant of the maximum amount allowed by the Fund but may be considered for a smaller grant if enrolled at least half-time in qualified courses. GRANTS ARE NOT AVAILABLE FOR ON-LINE PROGRAMS (although you may take one required on-line class per semester to count toward hours required to receive the Keesee grant. Hybrid classes are considered to be on-line classes for the purposes of the Keesee Fund.) You must attend classes on the main campus.

I AFFIRM the correctness of the foregoing answers and, in the event a grant is made to me, I promise to use it for no other purpose than the necessary expenses of continuing my education in preparation to enter the Baptist ministry as defined above. I certify that I have read and understand the terms and conditions of this grant, and I approve and accept the requirements contained in them.

In making this application for aid for the session beginning _____, and ending _____, the undersigned agrees, if aid is granted, to devote his (her) best efforts to the educational opportunity afforded by this aid.

Date _____ Signed _____
Signature of Applicant

AUTHORIZATION TO RELEASE INFORMATION

I, _____, a recipient of a grant from the Charles B. Keesee Educational Fund, Inc. do hereby give permission to my school to release information concerning my status as a student, such as but not limited to, the number of course hours I am taking or have taken, date of my expected graduation, the grades I have achieved and any other pertinent information requested. A copy of this authorization may be accepted as an original.

Date _____ Signature of Applicant _____ Social Security# _____

Write a statement as requested in question # 21. You must attach a copy of your most recent grade transcript. This does not have to be an official transcript. *Your application will not be considered without your grades.* If you do not have grades from the seminary yet, then you must send your college transcript.

STATEMENT: (If more space is needed, use an extra sheet and attach.) A NEW statement is required with each application. You are expected to provide detailed information regarding your plans for ministry in the Baptist denomination.