

Repeat applicants are expected to apply by
March 1

Deadline Dates

APRIL 1

(for fall and spring semesters)

DEADLINE DATE FOR SECOND SEMESTER ONLY
OCTOBER 1

CHARLES B. KEESEE EDUCATIONAL FUND, INC.

**P. O. BOX 431
MARTINSVILLE, VIRGINIA 24114**

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E-MAIL: cbkeesee@earthlink.net

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APPLICATION FOR BAPTIST MINISTERIAL STUDENT GRANT

IMPORTANT

1. Little consideration will be given untidy, carelessly prepared applications.
2. Answers must be typed or written in ink.
3. Every question must be answered. 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 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, please notify the Fund immediately.*
6. *Submitting an application does not guarantee approval. Grants are approved at the discretion of the Board of Trustees. Grants may be received for a maximum of 8 semesters and 3 summers. Summer grants are available only to students who received a grant in the preceding school year.*
7. *The Trustees review all applications and determine eligibility and need. This is a need based grant.*
8. **NOTIFY THE FUND IMMEDIATELY OF ANY CHANGE IN YOUR MAILING ADDRESS.**

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.

2017 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 will be 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 per semester may be taken to count toward the hours required to receive the Keesee grant. All other classes must be on the 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.)

What specific vocational position in ministry are you preparing for in a Baptist church or Baptist 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 REFERENCE INFORMATION AGAIN.)

1)	(Mr./Ms./Mrs./Dr.)	Name	Mailing address	City	State	Zip
2)	(Mr./Ms./Mrs./Dr.)	Name	Mailing address	City	State	Zip
3)	(Mr./Ms./Mrs./Dr.)	Name	Mailing address	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) **Itemize your budget as carefully and completely as possible for 12 months**, September to September of the academic year for which you are applying. 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/RECEIPTS.**

<u>INCOME/RECEIPTS</u>	12 MONTHS	<u>EXPENDITURES</u>	12 MONTHS
Aid from parents:	\$ _____	Tuition ___# hrs. x \$ _____ per hr. =	\$ _____
<input type="checkbox"/> Gift <input type="checkbox"/> Loan (Check one)		Fall semester hours _____	
		Spring semester hours _____	
		Summer hours _____	
		J-term hours _____	
Aid from relatives or friends	\$ _____	Required fees:	
<input type="checkbox"/> Gift <input type="checkbox"/> Loan (Check one)		Campus auto registration fee	\$ _____
		Student Activity fee	\$ _____
		Other fees - explain	\$ _____
Assistance from Seminary:			
Free Tuition	\$ _____	Food/Groceries \$ _____ monthly	\$ _____
Free Board	\$ _____	Room Rent \$ _____ monthly	\$ _____
Loan	\$ _____	Utilities \$ _____ monthly	\$ _____
Grant	\$ _____	Phone/ cell phone/internet/cable \$ _____ monthly	\$ _____
		Textbooks/required materials	\$ _____
Aid from church, mission board, or other denominational source: (name source)	\$ _____	Clothing (family)	\$ _____
Social Security /retirement/disability income	\$ _____	Laundry/dry cleaners	\$ _____
G.I. Assistance:	\$ _____	Recreation/vacation (explain)	\$ _____
APPLICANT'S INCOME:			
Your annual gross income: \$ _____			
(include housing allowance if applicable)			
Taxes withheld _____			
Insurance withheld _____			
Retirement withheld _____			
Other deductions _____			
Your annual net income after deductions:	\$ _____	Organizations/donations – itemize on separate sheet	\$ _____
Name of employer _____		Travel Expense (daily travel)	\$ _____
		Church Expense (tithe)	\$ _____
SPOUSE'S INCOME:		Loan Payments (from # 18)	\$ _____
Spouse's annual gross income:\$ _____			
(include housing allowance if applicable)			
Taxes withheld _____		Mortgage Payments (from #18)	\$ _____
Insurance withheld _____		Insurance Payments (health, auto, life & home if not included in mortgage payment)	\$ _____
Retirement withheld _____			
Other deductions _____		Personal Property tax//Real estate tax (if not Included in mortgage payment)	\$ _____
Spouse's annual net income after deductions:	\$ _____	Incidental Expenses	\$ _____
Name of employer _____		Expenses for dependents: (explain)	\$ _____
Expected aid from sources shown in # 19	\$ _____	Medical/dental/eye care expenses not covered by insurance or employer cafeteria/flex plan	\$ _____
Aid and/or income from all other sources not already listed: (WIC/food stamps, child support/alimony, etc.)	\$ _____		
Tax refund you expect to receive during the next academic year (include child credit)	\$ _____	TOTAL EXPENDITURES (Line B)	\$ _____
TOTAL INCOME/RECEIPTS (Line A)	\$ _____	TOTAL INCOME/RECEIPTS (Line A)	\$ _____
		BALANCE NEEDED (line B less line A)	\$ _____
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**). **Attach a copy of your most recent grade transcript.** A NEW STATEMENT IS REQUIRED EACH YEAR. A COPY OF A PREVIOUS STATEMENT IS NOT ACCEPTABLE.

*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) You must be **employed and paid** by a church or an institution or 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, Minister of Music, Minister of Youth, Minister of Children, Minister of Christian Education, and missionary work.*

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

- | | |
|--|---|
| Master of Arts in Christian Education | Master of Arts in Youth Ministry |
| 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 Music in Church Music (SWBTS only) | |

- Rawlings School of Divinity at Liberty University:
- Master of Arts in Global Studies
 - Master of Arts in Religion
 - Master of Arts in Christian Ministry
 - Master of Arts in Theological Studies

The Baptist House of Studies at Duke University: Master of Arts in Christian Practice

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. 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. 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.) A
NEW STATEMENT IS REQUIRED EACH YEAR – NOT A COPY OF A PREVIOUS STATEMENT.**

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/divinity school yet, then you must send your college transcript.

(If more space is needed, use an extra sheet and attach.) You are expected to provide detailed information regarding your specific plans for ministry in the Baptist denomination. See definition on page 5.