



## **CARLETON FUND GRANT GUIDELINES**

---

The income from the estate of the late Mabel A. Carleton is to be used for the repair and renovation of parish and Diocesan owned rectories occupied by clergy. If a rectory that was previously rented is going to be occupied by an Incumbent, as a condition of an appointment, then the rectory is also eligible for funding, prior to occupancy. Its administration is to be delegated to the Trusts Committee (the “Committee”) which is to follow the following principles:

- (A) The grant shall be made to meet the needs of the parish up to a maximum of \$12,000, which be made if the needs of the parish, including the extent of the work, so require.
- (B) Except in extraordinary cases, the parish is to contribute an amount equal to the grant in cash or material. Voluntary labour is not to be included in calculating such a matching contribution.
- (C) Whenever possible, the application for a grant is to be made before the work is commenced or contracted.
- (D) No application will be considered until it has been supported by the Area Bishop. Parishes are to submit their completed application form to their Area Bishop for his/her counter signature prior to it being received by the Committee.
- (E) Applications from a parish will only be accepted once every two (2) years.
- (F) The Committee may make rules concerning the processing of applications.
- (G) Monies are to be paid after the parish has confirmed that repairs have been made.
- (H) A parish has one (1) year from the date of being notified of its grant approval to claim payment. If the time period has elapsed, then the parish must re-apply.