

York-Credit Valley Area Council Grant Application Guidance

The Council annually awards funding in two categories (described more fully on page 2):

- **Ministry Development Grants**
- **FaithWorks Grants**

Applications for Grants are received and reviewed in April and October. See the Area webpage (www.toronto.anglican.ca/yorkcreditvalley) under Grants for this year's submission deadlines.

Process:

All applicants must complete the Area Grant Application Form. The application form is the same for both categories of Area Council funding. Please make sure that you have answered all the questions fully but succinctly. If you have any questions, please contact the Area Bishop's office 416-363-6021 extension 223.

The completed and signed copy of the application form, together with any supporting information, should be submitted as a pdf to the Bishop's Office at aralph@toronto.anglican.ca.

Required Documentation:

1. a completed signed Area Grant Application Form, using the questions as headings and making sure that all questions are answered.
2. a proposed budget for the project/program.
3. a copy of your latest Year to Date (YTD) financial statement.

The Finance Subcommittee of Area Council will review applications and make recommendations to Area Council at its next meeting. You will be notified by letter of the awarding decision shortly after that meeting. The dates of Area Council meetings can be found on the Area website.

Available Funding:

The maximum level for all grants awarded is usually within the range of \$500 to \$2,000. There is generally an expectation that the parish will contribute a substantial proportion of the costs for any project. The contribution to be made by the parish should be clearly reflected in the application.

For larger grant requests available through the Diocese, please see the summary information at (<http://www.toronto.anglican.ca/parish-administration/grants-funding/>)

Accountability:

Projects receiving funding will be required to submit a written report to Area Council within 30 days of the completion of the project/event, or, in the case of on-going programs, by the end of the year in which the grant is received. No further grants to a parish or organization will be considered until this has been received and reviewed.

Accountability *(cont)*:

The report should include reflection on the learnings for the wider Church from this experience, and answer the question 'Did the project meet your goals?' You should also include financial statements showing both the revenue received and the disbursement of funds.

All staff and volunteers associated with the project must, as always, comply with Diocesan Screening in Faith requirements.

Grant Categories:

Ministry Development Grants:

- fund new ministry programs related to one of the two focus areas identified in the September 2017 and January 2018 Town Hall meetings, namely Evangelism OR Children and Youth Ministry;
- are intended to be an interim measure while the parish/congregation/ministry develops a financial plan towards sustaining the program and where intentional stewardship is in existence;
- are not available to offset current debts or accumulated deficits, or for long-term salaries;
- are for a single year only, although applicants may develop a two-year proposal, based on a declining grant amount and an increase in the portion borne by the parish. Grants for the second year are not guaranteed; applicants must submit an evaluation annually and an application for a second-year grant.

FaithWorks Grants:

- are to assist a variety of parish and community outreach projects;
- should
 - benefit those outside the congregation;
 - focus on the wider community;
 - reflect Christian principles and the priorities of the Diocese;
 - involve those being served in the planning and management of the project where practical;
 - foster cooperation with other Christian denominations or people of other faith groups
- may be the work of a single congregation or a cluster of parishes or a deanery;
- are typically projects that are sustained by a one-year grant only, although ongoing projects will be considered after an evaluation process.

Funding Criteria:

Area Council grant applications will be assessed according to the following criteria:

- Are the results to be achieved clearly specified?
- Does the plan reflect a desirable mission for the Church?
- Is the plan based on realistic assumptions?
- Are the financial resources, as specified in the plan, adequate to achieve the plan?
- Is the plan to develop self-sufficiency realistic?
- How does this plan fit into the Area priorities and goals?

TIP: When writing your application, please keep these criteria in mind. If the Finance Subcommittee and Area Council members can see that your application clearly meets the funding criteria, you have a much greater chance of success.