**Ministry Allocation Fund (MAF) Grant**

**Congregational Growth and Ministry Resources**

**Task Check List**

During the course of your grant application process and subsequent project execution, you will be required to work with your Area Bishop and Diocesan Staff.

**STAGE 1 – FEASIBILITY REPORT**

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| **□** | Build a Parish Team to prepare your Project Feasibility Report and work with the Diocese |
| **□** | Prepare the Project Feasibility Report using the template provided. Some topics include:   * Estimating the total cost * Determining the grant amount and length of grant period * Preparing a description of the reasons for the project (opportunities and challenges) * Mapping out the project’s time-line for implementation * Preparing a plan for sustainability |

**STAGE 2 – DETAILED PROPOSAL**

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| **□** | Work with a Diocesan Project Enabling and Monitoring Group (PEMG) Volunteer Coach |
| **□** | Prepare detailed MAF Grant Proposal based on your initial Feasibility Report, including any modifications recommended by the PEMG/Staff and Area Bishop's reviews. The Detailed MAF Grant Proposal should, where applicable, include the following:   * Goal statement, specific objectives and metrics (success measures) * Parish demographics and growth forecasts * Parish attendance statistics and forecasts * Most recent audited parish financial statements * Annual cost, revenue and cash flow forecasts for the planning period (usually 3-5 years) * Annual results targets and milestones related to the objectives for the planning period * Specific tasks required to achieve the objectives over the planning period * Monthly cost, revenue, cash flow and task completion targets for the first year of the  planning period * Task responsibilities and identification of who will carry them out (volunteers and employees) * Job descriptions (if required for new positions) * Identification and appointment of a transition manager (if required) |
| Note the above list is an example only. You should discuss the specifics for your project with your PEMG Coach. | |

**STAGE 3 – PROJECT IMPLEMENTATION**

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| If you do receive an MAF grant you will be required to: | |
| **□** | Send a memorandum to Canon Dave Robinson, Director of Congregational Development, informing the Diocese that you are prepared to begin your project and are ready to receive your funding |
| **□** | Report to your PEMG Volunteer Coach quarterly on your progress, modifying your benchmarks, if course correction is necessary |
| **□** | Write a ‘lessons learned’ report to Diocesan Council at the end of the grant period |