**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
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**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)
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| 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 |