**Ministry Allocation Fund (MAF) Grant**

**Congregational Growth and Ministry Resources**

**Project Feasibility Report (Template)**

If your parish has an idea for a new ministry but does not have the seed money to get it off the ground, fill out this template and forward it to emccffrey@toronto.anglican.ca. This Project Feasibility Report (Report) should be brief and succinct allowing the Area Bishop and Diocesan Staff enough detail to evaluate if the project is appropriate for the Ministry Allocation Fund (MAF) and has a chance of success. Do not spend a lot of time trying to build “selling” points for your idea – that will come later, if this report is deemed on the right track. Estimating project costs can be difficult so provide ball park figures. A Project Enabling and Monitoring Group (PEMG) Volunteer Coach will help you prepare realistic estimates if you are encouraged to proceed.

|  |  |
| --- | --- |
| Parish / Organisation Name: |  |
| Project Name: |  |
| Estimated Request Amount: | $ |
| Estimated Total Projected Cost: | $ |
| Estimated Grant start & end date:  |  |
| Contact Person: |  |
| Position: |  |
| Email Address: |  |
| Telephone Number: |  |
| Website (if applicable): |  |

Think through each section and include your parish’s ideas for each of the following:

1. **Background:**

*This section should be approximately 3 to 4 paragraphs in length.*

Describe your parish’s challenges which have led the Parish Team to prepare this Report (as a solution). If available, include current statistics which may illustrate the problem, and past initiatives that have been attempted to resolve them (if any), and their outcomes.

1. **Opportunity:**

*This section should be no more than 1 page in length.*

Describe your idea. This is the essence of the Report and should be the focus of the Parish Team:

* Include the estimated **costs** of the project. Concrete costs will be developed if/when the project enters the next stage of creating a formal MAF Grant Proposal.
* Include the **benefits** that will result to the parish if the project is undertaken. Tell us about any experience that the Parish Team has had with this idea, in whole or in part.
* Explain why you believe the Parish Team is poised to undertake this project and how it would manage the **transition**. Describe the signs that indicate the parish is ready.
* Include any major **obstacles** that might threaten the project and early thoughts (if any) as to how they might be mitigated.
1. **Self-Sufficiency:**

*This section should be 2 to 3 paragraphs in length.*

All MAF grants are for short, fixed-term periods of time, with the requirement of the parish to assume the operating costs of the project when the grant period ends. Most MAF grants are provided on a sliding scale over the grant period with the annual amounts reducing to zero.

* Include the Parish Team’s thoughts around the length of the grant period (the time it will take the parish to assume the costs on their own) and the rate of grant reduction, year by year. If the Parish Team does not know the latter that is okay, this will be worked out if/when the project enters the next stage of creating a formal MAF Grant Proposal.
* Explain how the additional funds will be raised by the parish to cover the costs, year by year. Again, if precise amounts are not known, that is okay, this will be done later. The Report should include what factors will result in the increased income to the parish to cover its increased costs once the grant period ends.
1. **Request Schedule:**

*This section should be no more than 2 to 3 paragraphs in length.*

* Assuming the project moves to the next stage, describe the plan for obtaining overall parish approval/buy-in of the project.
* Advise how long it will take the Parish Team to develop the more formal MAF Grant Proposal, outlining expectations for its approval timeframe, and the subsequent project start date to implement the solution.
1. **Parish Team:**

Provide a list of the Parish Team members who will be involved in developing the more formal MAF Grant Proposal and their role(s) in the parish, if this project proceeds.

1. **Other Information:**
* List any grants received from the Diocese, along with the amount and year awarded and/or received.
* Advise us whether or not your Incumbent or Priest-in-Charge has been briefed and supports this proposal.
* Advise us whether or not your Area Bishop has been briefed and supports this proposal.
1. **Questions:**

If you experience any difficulty with this form, please contact Elizabeth McCaffrey by email at emccaffrey@toronto.anglican.ca or by telephone at 416-363-6021 (1-800-668-8932) extension 225.

1. **Submission:**

Send your completed Project Feasibility Report Template to Elizabeth McCaffrey by email at emccaffrey@toronto.anglican.ca.