**Ministry Allocation Fund (MAF) Grant**

**Congregational Growth and Ministry Resources**

**Projects Evaluation and Monitoring Group (PEMG) - Process Overview**

The objectives of the PEMG project methodology include:

* Ensuring the best chance of success using proven project management practices;
* Ensuring parishes and Diocesan committees have a clear process which is easy to use and understand;
* Ensuring appropriate stewardship over MAF legacy funds;
* Ensuring appropriate diligence for the investments involved; and,
* Including safeguards which embrace lessons learned from past projects.

You may feel that your parish is not ready to undertake a major MAF funded project. Before you start, review the Task Check-list to better understand what will be required. If you decide to proceed, the chart below will help you understand how the process will progress.

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| **PROJECT FEASIBILITY** | | |
|  | **Process Flow** |  |
| **Objectives** |  | **DISCUSS YOUR PROJECT IDEA WITH YOUR AREA BISHOP**  **This will determine if your**  **idea has merit.** |
|  | ↓ |  |
|  | Have a conversation with  Diocesan Staff  416-363-6021 or 1-800-668-8932  ext. 225 | This will determine whether the idea is in scope; in the right funding stream; in alignment with mission strategy and/or sustainability, etc. |
| Feasibility, Timing,  Area Strategy,  Parish Situation,  Issues/background | Speak with your Area Bishop | Book a meeting or telephone call with your Area Bishop. This will determine whether or not you proceed with preparing a Project Feasibility Report |
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| Opportunity Identification,  Self-Sufficiency Scenario,  Proposal Team/Timing | Prepare Project Feasibility Report | By the Parish Team using the Project Feasibility Report **Template** |
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| Assumptions Confirmed | PEMG/Staff review,  Area Bishop approval to proceed | Okay to proceed with Proposal preparation; copy to PEMG members |
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| Experts at the Table,  Right the First Time,  Ensure Consistency | PEMG Volunteer Coach assigned | Introduction by phone or email, send samples to Parish Team, Schedule Workshop to develop Proposal |
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| Content Insured,  Parish Team Built,  Issues Resolved | Proposal Workshop  (in parish) | 1 to 2 days,  facilitated by PEMG coach |
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| Third Party Assessment,  Success Rating Established,  Area Bishop Buy-in | Risk Assessment (coach)  Diocesan Staff obtains  Area Bishop approval/sign off | Draft Proposal and  Risk Assessment to PEMG by email;  All member feedback/support;  Copies to Area Bishop |
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| Executive Board Buy-In/Support | **Executive Board Review**  (Recommendation to  Diocesan Council) | Area Bishop and Parish Team Presents to Executive Board;  Proposal and Risk Assessment circulated in advance of the meeting  If recommended, copies of the documentation will be circulated to Diocesan Council |
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| Diocesan Council Buy-In/Support | **Diocesan Council Review** | Proposal Approved,  if majority supported |

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| **PROJECT EXECUTION** | | |
| **Objectives** | **Process Flow** |  |
| Team Formation,  Task Assignments,  Monitoring Process in Place | Project Kick-Off  (parish Transition Manager) | Review of Implementation Plan;  Task Assignments; Reporting |
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| Tasks Executed,  Status Meetings Held, | Execution to Plan | Transition Manager Tracks Progress,  **Quarterly/Semi-Annual/Annual Reporting** to PEMG coach  & Area Bishop; copies will be circulated to PEMG |
| Issues Resolved;  Plan Revised | ↓ |  |
|  | MAF Grant Installments  (Payments) | Grant Installments Authorized by the Director of Congregational Development based on PEMG okay, **Quarterly/Semi-Annual/Annual Reporting as mandated by**  **Diocesan Council**  Annual Report Summary Submitted to Diocesan Council |
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| Improve Process | Project Closeout | **Project Completion Report**  Prepared with PEMG Coach; Includes Lessons Learned;  Tips for other Parishes  **Final Report to Diocesan Council** |