

York-Credit Valley Area Council Grant Application Guidance

Only parishes/congregations will be considered for grants (any associated groups must be supported by and apply through a parish). It is normally expected that the parish/congregation will provide at least 50% of the funding for each project/program.

The Council annually awards funding in two categories (described more fully on pp. 2-3):

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

Applications for Grants are received and reviewed in March/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. Incomplete applications will be returned to the applicant for resubmission by the application deadline. If you have any questions, please contact the Bishop's office 416-363-6021 extension 253.

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 swilloughby@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.

Parishes submitting more than one application for a single grant deadline will be required to rank their applications in the order they wish them to be considered. Multiple concurrent grants for a single applicant are not guaranteed.

Available Funding:

Grants are awarded within the range of \$500 to \$2,000. There is generally an expectation that the parish will contribute a substantial proportion (at least 50%) 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 and Future Planning:

Grant money is to be used only for the purposes for which they were granted. Any monies not spent by the end of the grant period should be returned to Area Council for re-allocation for other grants.

Parishes receiving funding are required to submit a “Feedback Report” to Area Council within 12 months of receiving the grant. No further grants to a parish or organization will be considered until this has been received and reviewed. This policy will be enforced without exception. It is expected that the entire amount of the grant will be spent within 12 months of receipt. It is each grant recipient’s responsibility to ensure compliance.

Area Council uses grant feedback to determine directions for future grant funding categories and to advise and inspire other parishes by sharing grant success stories.

The blank “Feedback Report” is available on the Area webpage (www.toronto.anglican.ca/yorkcreditvalley) under Grants. Your report should reflect 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;
- may be the work of a single congregation or a cluster of parishes;
- are not available to offset current debts or accumulated deficits, or for long-term salaries.

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

Grants are awarded for a single year only. 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 a year-end evaluation and an application for a second-year grant.

Funding Criteria:

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

- results to be achieved are clearly specified and based on realistic assumptions
- the financial resources, as specified in the plan, are adequate to the purpose
- the plan to develop self-sufficiency is realistic and attainable
- the plan reflects a desirable mission for the Church as well 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, there is greater chance of success.