

**York-Scarborough Area Council:
Information and Application Form for FaithWorks and Ministry Development Grants**

I. Sources of funding for grants:

A. FaithWorks grants. The funding for FaithWorks grants represents a percentage of the donations to FaithWorks from our Episcopal area. The grants are for outreach projects in the York-Scarborough Area.

FaithWorks grants will not exceed \$5,000.

Guidelines:

Projects/ programs to be funded should:

- benefit those outside the congregation
- focus on communities rather than individuals
- reflect Christian principles and the priorities of the Diocese
- involve those being served in the planning and management of the project where practical

Projects/programs to be funded may:

- be the work of a single congregation
- be the work of a cluster of parishes or a deanery or
- foster cooperation with other Christian denominations or people of other faith groups

Preference will be given to projects which:

- request a one-year grant only, although ongoing projects will be considered after an evaluation process.

To Apply:

1. complete the application form (Section III below)
2. provide a proposed budget for the project/program
3. indicate all the sources of funding including the contribution of the parish(es) requesting the grant

Accountability:

- projects receiving funding will submit a report to the Area Council within 30 days of the completion of the project or, in the case of on-going programs, by the end of the year in which the grant is received.
- the report will include an evaluation as well as financial statements showing both revenue received and disbursement of funds.

B. Ministry Development Grants. Money is designated in the annual Area Budget for Ministry Development Grants for projects and programs which will promote growth in faith and collaboration among area Anglicans to help equip the saints for ministry.

Ministry Development Grants will not exceed \$10,000 in one year.

Guidelines:

Projects /programs to be funded may be initiated by the Bishop, the Area Council or by parishes

Preference will be given to projects and programs which:

- involve more than one parish and/or involve small parish(es) which have few program resources
- encourage healthy congregational, deanery or cluster development
- have educational and faith components
- are innovative or creative

- have an ecumenical or inter-faith component

To Apply:

1. complete the application form (Section III below); include a detailed description of the project/program
2. include an effective plan for publicizing the event
3. include a proposed budget for the project/program and the current parish budget
4. indicate all the sources of funding including the contribution of the parish(es) requesting the grant

Ministry Development Grants will not exceed \$10,000 in one year. Applicants may develop a three-year proposal, based on a declining grant amount and an increase in the portion borne by the parish/es. Grants for the second and third year are not guaranteed; parishes must submit an evaluation annually and an application for a second- or third-year grant. For submissions for the second and third year of an approved grant, go to Section IV below.

Accountability:

- projects receiving funding will submit a report to the Area Council within 30 days of the completion of the project or, in the case of on-going programs, by the end of the year in which the grant is received.
- the report will include an evaluation as well as financial statements showing both revenue received and disbursement of funds.

II. Submission and Deadlines

Applications should be sent both electronically and by mail to:

swilloughby@toronto.anglican.ca and

York-Scarborough Area Council
Diocese of Toronto
135 Adelaide St. E.
Toronto ON M5C 1L8

Deadlines: Applications will be reviewed by the Budget and Grants Committee prior to the Area Council meetings. The dates of the meetings and additional information is on our website:
www.toronto.anglican.ca/yorkscarborough

III. Application for Funding for York Scarborough Area Grants

1. Name of parish or group making the application: _____

2. Contact person for this project/program: _____
(other than the Priest-in-Charge)

Telephone number of contact person _____

Email Address _____

Mailing address _____

3. Name of Project or Program

4. Date or time period for this project or program

5. After reading the guidelines for the two types of area funding, which category do you believe your application falls into (check one):

FaithWorks Grant Ministry Development Grant Either

6. Description of Project/Program/Ministry

a. What is the purpose of the project or ministry?

b. Describe what kind of activities/actions you wish to carry out.

c. With and/or for whom is the ministry intended?

d. How will the project be coordinated with related services existing through other community agencies or faith groups?

e. What do you hope to achieve? (State measurable goals.)

f. How does this project/program relate to area/diocesan priorities?

7. Describe your plan for publicizing this project/program and for encouraging participation.

8. How will the project/ program be evaluated? By whom? How will you measure your success?

9. Finances:

Grant Amount Requested: _____

If a Ministry Development Grant Request for two or three years:

Grant Amount Requested in Second Year _____

Grant Amount Requested in Third Year _____

NOTE: A request in each subsequent year must be submitted as in Section IV below.

10. Please attach a detailed budget for the proposed project/program including expected revenue and disbursements.

11. How much money will the parish(es) involved be contributing? (be specific)

12. Have you applied or do you plan to apply to other sources for funding?

If yes, name the sources and the amount received/requested.

13. What plans do you have for fundraising?

14. Please attach a copy of your latest financial statement.

Please attach any additional information you feel might be helpful in reviewing your application. (Please submit your application both as a hard copy by mail and electronically to the Diocesan office. See Section II above)

Signature of the Contact Person from Section III 2. above _____

Name of Incumbent and parish _____

Signature of Incumbent/Priest-in-Charge: _____

Date: _____

Name (printed) and signature of Church Wardens:

Date: _____

IV Second and Third Year of Ministry Development Grant Requests

Please supply:

1. A progress report comparing the current status of the Project/Program to your original plan.
2. A report on how much of the grant has been spent to date.
3. An updated budget for the Project/Program.

Signature of the Contact Person from Section III 2. above _____

Date _____

Please call the Bishop's office if you have questions. (416) 363-6021 x253.

(Office use: Date application received at Bishop's Office: _____)