

GRANTS POLICY

Original Policy Approval Date:	Last Revised and Approved:
Approved by: Board of Directors,	

I. OBJECTIVES

The purpose of this policy statement is to set out the principles and guidelines surrounding the approval of grant applications to the Anglican Diocese of Toronto Foundation of Canada (ADTF) in order to ensure a fair and equitable process for determining eligibility for funding and other criteria for funding approval.

II. DEFINITION

Grant applications to ADTF are generally submitted on behalf of parishes or other Diocesan organizations.

III. SCOPE

This policy applies to grant applications from organizations reviewed by the Board of Directors.

IV. POLICY

- A. ADTF provides assistance in the form of grants at the discretion of its Board of Directors to projects that align with the Mission Statement of ADTF. Grants are to be exclusively awarded to projects of the parishes and other organizations within the Anglican Diocese of Toronto.

By New and Emerging Ministries, we mean programs that support the Mission of the future Church, and to support parishes who are adapting to thrive in the years ahead. These parishes are being innovative in finding new ways to share the Gospel in their communities. We are seeking to equip and support leaders who are willing to learn by taking risks, experimenting in finding new ways to connect with those outside the Church. These projects address a need that is not currently being met by another community group/agency; they may be ongoing, or they may be new in your ministry context and/or for the wider church. The projects should be focused on, for example: stewardship development, transformational worship, technology for worship and marketing their ministries.

- B. Each grant applicant must be a registered charity, parish, church-related Ministry or “qualified donee” as defined by the Canada Revenue Agency. No grant will be awarded to a “non-qualified donee.”

- C. All grant applications fall within the jurisdiction of the Anglican Diocese of Toronto. Grants are to be exclusively awarded to projects of the parishes and other organizations within the Anglican Diocese of Toronto.
- D. Application deadlines are January 30, April 30, July 30 and October 30, or as specifically set by the board. Applications must be submitted on the proper application form, either in hard copy or digitally, and must be received and complete by these deadlines in order to be reviewed by the Board of Directors.
- E. The Categories of grants are:
- Category A** – up to \$5,000
 - ADTF funding will be to a maximum of 50% of the cost of the total project. So, if a project costs \$7,000, ADTF would only fund up to \$3,500
 - Category B** – up to \$10,000
 - ADTF funding will be to a maximum of 50% of the cost of the total project. If a project costs \$33,000, ADTF would only fund up to \$10,000
- F. The awarding of grants is independent: approval of one does not necessitate approval of the other.
- G. No grant will normally be awarded:
- to an individual.
 - for the purchase of, or repairs to, church organs or other musical instruments.
 - for the installation or repair of stained glass windows (specifically the glass and the leading).
 - for operating budgets, bridge financing, or salaried positions.
 - The above restriction does not exclude amounts for contract fees payable to the provision of human resources for the duration of the project. These might include: coordinators, leaders, construction workers, project administrators, designers, programmers, invited speakers and presenters.
 - for travel expenses to attend events, such as conferences.
 - The above restriction does not exclude travel expenses that are associated with an otherwise eligible project: e.g., travel costs for an innovative ministry project.
 - for a project that has already been completed before the application is reviewed by the Board of Directors.
- H. Additional criteria for submission include:

- For New and Emerging Ministries projects, applicants must demonstrate financial sustainability beyond ADTF funding and must address a need that is not being met in the community.
- I. Priority will be given to those applicants who have not received a grant in the past five years.
- J. The Grants Committee is responsible for reviewing applications in detail and making a recommendation to the Board of Directors regarding the action and the amount.
- K. Grant applications may be approved, declined, or deferred by the Board of Directors:
- declined applications may not normally be resubmitted.
 - deferred applications will be reviewed by the Board of Directors at the next quarterly meeting, provided that they still meet eligibility requirements and any additional information requested by the board is submitted for evaluation.
- L. Applicants may choose to withdraw an application after it is submitted, but withdrawn applications are counted within the annual diocesan quota. Withdrawn applications may be resubmitted, provided that they still meet eligibility requirements.
- M. Applicants must recognize ADTF as a supporter of the project, including ADTF's logo on print and electronic promotional material related to the project.
- N. For approved grant applications, grant disbursements will be made to the recipient only upon provision of a final project timeline and signed agreement regarding ADTF acknowledgement.
- V. **TIMEFRAME**
Grant application cycles occur quarterly with deadlines on January 30, April 30, July 30, and October 30. Application quotas are considered by calendar year (January to December).
- VI. **REVIEW OF POLICY**
This Policy will be reviewed regularly by the Grants Committee. Changes to the Policy will be recommended by the Grants Committee to ADTF's Finance Committee and Board of Directors.