



THE UNITED CHURCH OF CANADA FOUNDATION /
FONDATION DE L'ÉGLISE UNIE DU CANADA

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Seeds of Hope

Granting Program

Applicant Guide

Endowments and Mission Focus Fund Grants

The United Church of Canada / United Church of Canada Foundation (the Foundation) Joint Grants Committee is committed to ensuring church trust funds and foundation/church endowment funds are available to support the work of United Church organizations including the General Council, conferences, presbyteries, congregations, community missions, partners, and related institutions.

Grant applications are welcome from affiliated charitable organizations (as defined above) registered with the Canada Revenue Agency. Funds issued may be applied to projects being completed in Canada or in alliance with global partners.

Requests must be made to the Joint Grants Committee using the Seeds of Hope Granting Program, *Grant Application Form*. Incomplete applications or proposals submitted in alternate formats will not be considered.

To ensure appropriate use of funds issued, the Joint Grants Committee will require submission of regular follow up reports to confirm stated objectives are being met.

All grant applications are evaluated by members of the Joint Grants Committee and recommendations are presented to the Foundation's Board of Directors and/or the General Council Executive (as appropriate).

Granting decisions are considered using stated policies, guidelines and overall directions of the General Council Executive for The United Church of Canada while funds under direct control by the Foundation remain committed to four (4) major mission directions including:

1. The first, Following God in Mission: Fostering faith in a Changing Culture, recognizes the challenge within our church of helping people to articulate their faith.
2. The second direction, Participating in God's Mission: Shalom and Justice-seeking, emphasizes the imperative to show the connection between our faith in God and our commitment to justice.
3. The third direction, Repentance, Justice and the Seeking of Right Relations with Aboriginal Peoples, recognizes the need to address the racism and injustice in relations between church and First Nations and our seeking of a new relationship based on justice and respect.
4. Ministry in the 21st Century: Supporting Leadership for Ministry and Mission is the fourth direction. It highlights the key partnership among different categories of ministry personnel and between ministers and laity.

The Joint Grants Committee will report on the status of approved granting activities at General Council Executive meetings. A summary of activities will also be published in *The United Church of Canada's Annual Report*.

Grant Application Guidelines

The intent of the *Grant Application Form* is to provide the Joint Grants Committee with an accurate profile of the project seeking funds in addition to ensuring all parties involved share a mutual understanding of the stated goals, requirements and expectations.

Priority will be given to initiatives that demonstrate a commitment to providing support of the objectives outlined below.

- Provides benefit to The United Church of Canada as a whole, a broader constituency with The United Church of Canada or a partner organization which serves to include more than one congregation and/or people within the usual catchment area
- Offers continued impact after grant funding is expended providing lasting changes that strengthen lives, improve conditions and/or contribute to ongoing enhancements in service delivery
- Strengthens the capacity of participating organization(s) in the achievement of long-term mission goals which in turn will further work of The United Church of Canada / The United Church of Canada Foundation
- Secures, or has plans to secure, at least fifty percent (50%) of funding for the project from other reputable sources
- Confirms or seeks support from appropriate regional or local United Church sources when available
- Confirms or seeks support, where feasible, from the constituency served by the project including financial contributions, volunteer services and/or participation in planning and evaluation processes
- Accesses expertise and/or resources from alternate organizations and/or partnerships including other congregations, community foundations, church or social service agencies, educational institutions, government funding, charitable organizations and/or community development groups
- Provides empowerment and support to the population by promoting individual and community economic development, education enhancements and healthy lifestyle practices
- Demonstrates an innovative approach to address unique project challenges

Grant Application Considerations

The Joint Grants Committee offers two (2) granting periods per year. Published submission deadlines for each granting period are posted at least forty-five (45) days prior to the final date grant applications will be accepted.

All funding requests must be submitted using the *Grant Application Form*. Forms must include requested contact information in Part One: Organization Details of the *Grant Application Form* in addition to the signature of the Authorized Signing Officer on Part Five: Declaration of Intent. Incomplete applications, proposals submitted in alternate formats or requests for extensions will not be considered.

Complete *Grant Application Forms* will be reviewed by the Joint Grants Committee. Grants will be awarded to projects that meet stated objectives of The United Church of Canada / The United Church of Canada Foundation based on available funding, taking into consideration specified terms and conditions of endowment funds that contribute to the funding of the project.

Preference will be given to *Grant Application Forms* that demonstrate:

- support for innovative programs
- enhancements for ministry initiatives currently in progress by supplying seed money for new efforts
- consistency with programmatic priorities of The United Church of Canada / The United Church of Canada Foundation

In most cases, grants are awarded to support program costs as opposed to capital costs, unless the endowment indicates otherwise.

Grant Application Forms are welcomed from pilot or start up projects provided the application includes both a financial viability plan and a provision for evaluation beyond the initial stages.

Funding is rarely awarded to support subsequent initiatives that are the same in nature to the original funding. For example, it is unlikely that a project would be approved for start up funds that included the purchase of necessary computer equipment the first year followed by a request for funds a second year to acquire further equipment and/or software.

Consideration may be given to multi-year funding if a project continues to demonstrate growth and a positive contribution to the community through regular submission of progress and financial reports.

Applications are welcomed from congregations working in partnership with one another and/or with secular organizations to serve a larger number of people than could possibly be reached when working alone.

Organizations currently working in partnership with a United Church court or organization, with an interest in obtaining funding must submit a *Grant Application Form* that is approved by motion or somehow shows approval from that particular United Church organization or court. Proposals received from sources outside of the congregations, ministries, schools, camps, courts and partners of the United Church will not be considered.

The Joint Grants Committee does not consider *Grant Application Forms* or proposals that are:

- from or for the benefit of an individual (unless it is a bursary or scholarship for that purpose)
- aimed to reduce accumulated capital or operating deficits
- to retire debt
- not in compliance with United Church organization policies

All applicants are encouraged to be mindful of the policies of The United Church of Canada, including the policy regarding gambling and lotteries proceeds.

The Review Process

The Joint Grants Committee will meet to review all *Grant Application Forms* received at the office of The United Church of Canada Foundation on or before the normally published granting deadline of either April 15 or October 15.

Formal recommendations made by the Joint Grants Committee will be presented to the Foundation’s Board of Directors and/or the General Council Executive (as required) at the first scheduled Board / Executive meeting following the decision of the Joint Grants Committee.

Applicants may be contacted during the review process with requests to clarify or provide further information.

All applicants will be notified in writing to advise them of approved granting within thirty (30) days following the Foundation’s Board of Director’s / General Council Executive meeting.

Approved Funding Procedures

Applicants approved for funding will receive official notification and advisement of the allotted grant amount within fourteen (14) days following the Board meeting.

A package containing a cheque for specified funding and follow up reporting instructions will be forwarded within thirty (30) days of the decision.

Grant recipients are fully accountable to The United Church of Canada / The United Church of Canada Foundation for funds received upon acceptance of the grant.

Instructions for Completing the Grant Application Form

The *Grant Application Form* is a five (5) part document designed to provide the Joint Grants Committee with a detailed and accurate overview of the project.

Please refer to the detailed instructions outlined below to ensure all requested information is included as incomplete *Grant Application Forms* will not be considered.

Applicants are encouraged to present information in a clear and concise manner. Responses provided should not exceed the space provided on the *Grant Application Form*.

The *Grant Application Form* may be completed online for submission electronically or in a legible handwritten format.

Part One: Organization Details

Contact Information:	Include requested information related to both the organization and the primary contact person for the project
Application Approval:	Ensure the application is signed and dated on behalf of the authorized organization or ministry signing officer

Part Two: Project Overview

Funding Cycle	Identify the funding cycle being applied for. Note: <i>Grant Application Forms</i> submitted in the Spring but not accepted due to funding restrictions may be considered again during the Fall review
Project Title	Reference the approved project title
Targeted Project Implementation Date and Targeted Completion Date	Include estimated dates if exact dates are not currently available
Project Team Member	List names and designated roles of team members involved in the project
Project Description	Provide a brief description of the project
Project Uniqueness	Identify qualities that make the project different from existing programs related to similar issues
Project Goals and Objectives	Include anticipated outcomes and benefits
Plan for Achieving Project Goals and Objectives	Provide an overview of how the projects goals and objectives will be achieved over the prescribed timeframe
Plan for Implementation and Delivery	Explain how the project will be delivered from start to finish
Project Benefactors	Indicate who will benefit from the project

Examples of Demonstrated Support	Reference local or regional support from United Church ministries or organizations, or from the wider community that serve to support the project and view it as being valued by the community at large. If appropriate funding support is unavailable please provide reasoning.
Demonstration of Support Recognition for The United Church of Canada Foundation	Identify public sources that will serve to acknowledge the support of The United Church of Canada Foundation in published or internet materials related to the project
Volunteer Support	Support from the constituency served can be provided in many forms beyond financial contributions, including volunteer services and/or participation in the planning or evaluation processes. If support services are not available please provide relevant reasoning.

Part Three: Project Budget and Expenses

Project Revenues	Indicate fund amounts contributed from other sources, as applicable, for all categories listed. Confirm if funding has been approved and the anticipated date grants money will be issued.
Project Revenue Sources	List other project revenue contributors as applicable including estimated funding from community funding partners and/or individual sponsors
Project Expenses	Include project expenses for categories listed
Major Project Expenses	Provide a list of major project expenses related to capital and equipment costs. In addition, if the organization is requesting funds for program costs within a new facility that has been built, or the provision of capital equipment to run a program from an alternate organization unrelated to The United Church of Canada please footnote the source of funding
Focus for Applied Funding	Provide a brief description of how the funding will benefit the project if approved
Proposed Plan Revisions if Funding is Unavailable	Indicate how the project plan will be revised and/or affected if funding is not approved at the level requested

Part Four: Project Evaluation

Anticipated Measurable Outcomes	Outline anticipated measurable outcomes for the project. (i.e. goals and how they will be achieved)
Plan to Assess Measurable Outcomes	Indicate how the stated measurable outcomes will be assessed
Timeframe for Achieving Anticipated Outcomes	Provide an estimated timeframe for achieving anticipated outcomes. Include actual dates or reference to time blocks (i.e. Month 3, Month 6). Timelines provided will support required report submissions

Part Five: Declaration of Intent

Declaration of Intent	Ensure the document is both signed and dated by an authorized signing officer as listed in Part One: Organization Information or a designated alternate.
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Grant Application Form Submission Procedures

Grant Application Forms are accepted online at fdn@united-church.ca or by mail at:

**The United Church of Canada Foundation
Attention: Joint Grants Committee
3250 Bloor Street West, Suite 300
Toronto, ON M8X 2Y4**

Submissions must be delivered on or before the published submission date.

Faxed applications will not be considered. Packages received after the granting deadline will be returned without consideration.

To support the review process, complete applications must be followed up with a submission of the following:

- Two (2) copies of the most recent:
 - Annual Report and
 - evidence of Charitable Status with Canada Revenue Agency (i.e. first page of T3010)
 - relevant supporting documentation or other recent publications that enhance the application

Additional documentation such as general brochures, media kits or survey or study results unrelated to the project need not be included to support the application.

Contact Information

Please direct all inquires related to the submission of *Grant Application Forms* or project eligibility to:

**The United Church of Canada Foundation
Toll Free: 1-800-268-3781, ext. 3410 / 1-866-340-8223
(Toronto area: 416-231-7680, ext. 3410)
Email: fdn@united-church.ca**