

**Seeds of Hope Granting Program
Applicant Guidebook
May 2011**

*The United Church of Canada
and The United Church of Canada Foundation*

Seeds of Hope Granting Program Applicant Guidebook

Introduction

The Seeds of Hope granting program is run jointly by The United Church of Canada and The United Church of Canada Foundation. Funds granted through this program are derived from the trusts and endowments held by the United Church and its Foundation. These trusts and endowments were created by individuals whose goal was to provide for the future of the church. We remain grateful for their enduring generosity.

Governance

The granting program is overseen by the Joint Grants Committee of the United Church and the Foundation. Volunteers from the Executive of the General Council and the Foundation's Board of Directors comprise the Committee. The Committee's role is to review applications, recommend awards, and ensure that the funds granted are in keeping with the wishes of the donors who established the trusts and endowments.

This Guidebook is intended to answer frequently asked questions about the program and to assist interested groups in submitting strong and complete applications. The Guidebook should be used in conjunction with the most up-to-date application form and the list of funds that will be providing grants in the relevant cycle.

Process

Each calendar year, there are two granting cycles: one in the spring and one in the fall. Applications are accepted only during these times. Typically, the spring cycle opens mid-January and closes in April; the fall cycle opens in June and closes in October.

The first step in the application process is to make sure you are using the current application form. You can download a copy from the Foundation's website in the Grant Information section at www.unitedchurchfoundation.ca. When there is no application form on the website, applications are not being accepted.

The application form is reviewed and updated every granting cycle. Please use the most current form and fill it out completely. After reading the information below, should you have questions please contact the Foundation at fdn@united-church.ca or 1-866-340-8223 (toll-free).

Part One: Details about Your Organization

Contact Details

Part One provides the contact information for the group applying for funding so that we may seek answers to any questions about your application and notify applicants of decisions. It also provides the Joint Grants Committee with information about the organization or group's previous involvement with the program.

Application Approval

This part of the form indicates the project has support from the appropriate governing bodies. If your project requires approval from presbytery (e.g., in the case of capital renovations), please include appropriate documentation of the approval.

Part Two: Details about Your Project

Part Two provides a detailed description of your project. This section helps the Committee make an informed decision and group applications according to theme. It also provides insight as to where you see your project or program fitting into the overall work of the church. Please be clear and concise.

Funding Cycle

The spring cycle is usually January to April. The fall cycle is usually June to October.

Fund You Are Applying To

It is important that you choose the fund that best fits with your project. The list of funds providing grants in a given cycle is available from the Foundation's website.

Project Title

Please use a title you would like to see in print should your project or program be awarded funds. Try to make it succinct and descriptive.

Is This a New Project?

The Seeds of Hope granting program is intended to provide seed money for new, innovative, and unique projects. It is not intended to fund annual operational costs. Money may be used to start a program or project that, once underway, will be self-sustaining. You will have a stronger application if the project or program for which you are applying is a new initiative.

Targeted Project Implementation and Completion Dates

Please be specific. If your project will continue beyond the funding you are applying for, use the date by which the activities the grant would support will be completed. Your project will not be excluded from receiving funds if it begins or finishes before you would receive a grant should

your application be successful. However, applying to cover a shortfall of funds for a completed project is not recommended.

Project Team Members

This section provides the Committee with assurance that the project or program will be well supported by a team with expertise and passion for the work.

Project Description

Please be concise and as descriptive as possible. This portion of the application is the executive summary or brief overview of the project. Specifics about how you will carry out the program or project will be provided later in the application. This should give the Committee an idea of what you wish to accomplish and an overview of how you will do it.

For example: “The ABC project will provide teenagers with leadership, mentoring, and life-saving skills through coaching on how to plan and lead safe, fun, and educational afterschool programs. Each participant will receive first aid and leadership training. They will be matched with one or two children between the ages of 5 and 11 and will provide a program that runs twice weekly from 3:30 to 6:00 p.m., focusing on physical activity, homework assistance, and socialization.”

Project Uniqueness

This tells the Committee how your initiative is different from other programs in your area and/or larger geographic region. This is important because the Committee values innovation.

Project Goals and Objectives

List goals and objectives that are concrete, well-defined, achievable, actionable, and realistic. Make sure they relate to the outcomes of your program and reflect how your project will be carried out.

Plan for Achieving Stated Goals and Objectives

For each of your goals and objectives, outline the steps you will take to attain them.

Plan for Project Implementation and Delivery

Outline the timelines for each step or phase of your project or program, and provide details on how you will ensure the steps or phases are completed.

Project Beneficiaries

List the groups of people that will benefit from your program or project.

Examples of Demonstrated Support

Provide detail about how people have indicated their support for your project or program. Examples could include financial pledges or promises to volunteer, feedback from surveys,

testimonials from people involved, letters of support from other community groups or officials, etc.

Recognition of Support from The United Church of Canada/The United Church of Canada Foundation

Explain how you will publicize a grant from the United Church and/or the Foundation—e.g., in a newsletter, signage at an event, annual report, etc.

Volunteer Support

Provide details about the people who will volunteer and what their roles will be.

Part Three: Project Revenues and Expenses

Project Revenues

The first column of Part Three, titled *Amount*, should have a specific amount for each potential revenue stream, even if that amount is \$0.

The second column, titled *Confirmed*, indicates whether you are sure you will receive funding from each particular stream. Answer “yes” or “no” for each revenue source.

The third column, titled *Anticipated Grant Confirmation Date*, tells us when you expect to know whether a revenue source will provide funding. For example, if another funder is to notify you sometime in May about an application you have submitted, put “31-May-11” in this column.

Organization Funds are the monies your organization has committed to the project or program.

Other United Church of Canada Support refers to any funds you are receiving from other areas of the United Church for the project. Capital loans, for example, would be accounted for in this line.

Other Grants refers to the total of funds you have or will receive from other granting bodies; for example, a community, private, or family foundation should be noted in this line.

Other Fundraising refers to the total other funds or in kind support you have or will be soliciting, and should be added in this line.

Funding from Partners: If you are working with an organization or organizations, this line will account for the amount of funds they have committed to your project or program.

Amount Requested from Seeds of Hope: Enter the total amount of money your application is for. You must specify an amount. Please note the Committee does not typically fund more than 50 percent of a project or program.

Total Revenues: Total funds from all revenue sources as described above are calculated in this line.

Project Revenue Sources

Please provide details for the Project Revenues chart above.

Project Revenue Source will be other United Church of Canada support, other grants, other fundraising, or funding from partners.

Project Revenue Contributor will be the name of the department or loan you are receiving from another United Church source; the names of other funders providing grants, specific events, etc. that will bring in additional revenues; and the names of any project partners that are contributing funds.

Project Expenses

Please be specific about the amount of expenses each category will incur.

Major Project Expenses: Please list the most costly items in your budget.

Focus for Applied Funding: Be specific as to how you will use a grant from the United Church and the Foundation. What part of your program or project would the funding offset?

Proposed Plan Revisions if Funding Is Unavailable: How will your program or project change if you do not receive a grant in response to this application?

Part Four: Project Evaluation

Anticipated Measurable Outcomes

Part Four links back to your stated goals and objectives. Be precise about what will happen as a result of your project or program taking place.

Plan to Assess Measurable Outcomes

How will you evaluate the success of your project or program based on the above outcomes?

Timeframe for Achieving Anticipated Outcomes

Please be specific about when each measurable outcome will be achieved.

Timeframe: This could be an exact date or a relative timeframe—for example, three weeks after receiving funding.

Anticipated Outcome: This is a measurable outcome you named above.

Thank you for your interest in the Seeds of Hope Granting Program.