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## **BC Conference: The United Church of Canada**

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# **ProVision Fund**

## **Comox-Nanaimo Presbytery**

### **Application**

#### **GENERAL INSTRUCTIONS**

- **Application Deadlines: February 1; May 1; October 1.**
- Applications must reflect the ProVision Criteria and form (see pages 2-3) in order to be considered for approval.
- Please be sure to complete the application in full, detailing the information requested to avoid unnecessary delays in processing.

# ProVision Fund – Comox-Nanaimo Presbytery

## Grant Criteria

The ProVision Fund of Comox-Nanaimo Presbytery has been established by the Presbytery and BC Conference to make a number of grants each year for several years.

### Grants will be considered for projects with at least one of the following purposes:

- To support innovative ways of being the Church in the changing context of the Comox-Nanaimo Presbytery;
- To strengthen faith formation and leadership development for all ages and stages;
- To encourage community-based ministries.

**Grants for capital expenditures will not normally be considered.** Capital expenditures include the acquisition of or design and construction of buildings and the acquisition of major equipment such as vehicles.

## Applications

### Applications can come from the following bodies within Comox-Nanaimo Presbytery:

- Comox-Nanaimo Presbytery Executive;
- United Church Pastoral Charges;
- Ministries recognized by Comox-Nanaimo Presbytery;
- United Church societies; and,
- Ad hoc groups which have the support of Comox-Nanaimo Presbytery or its Executive.

### The application will demonstrate the following:

- How the project meets the criteria for the Comox-Nanaimo ProVision Fund;
- Support for the Vision and Core Values of the Comox-Nanaimo Presbytery;
- How the project is vital, achievable and effective;
- Good management of finances, staff and/or volunteers;
- Support from other congregations and ministries;
- The ability to leverage other funding and whether or not the project will become self supporting in the future;
- Cooperation among congregations or groups, including those across Presbytery bounds.

### Other considerations:

- Projects must have clear goals with a well-developed plan for achieving the goals. Outcomes shall be measurable and a plan for assessment shall also be included.
- All project applications shall have been approved by the governing body of the submitting group and shall have letters of support.
- Grants may include fees for consultants who are to be hired for specific contextual needs such as visioning, governance, conflict resolution, effectiveness enhancement, needs assessment, team building, training, facilitating, etc. Applicants are expected to indicate how they will be contributing to the shared cost of these consultants.

- Normally, grants are expected to be not so large as to limit the consideration of other worthy proposals.
- Multi-year financial grants or commitments are permissible. Funding beyond one year will be contingent upon satisfactory progress as well as acceptable project and financial management.

## Grant Process

1. Develop a vision and plan for your project.
2. Use this application to detail your vision and plans. If you are not sure if your project is suitable for funding, feel free to consult the Chair or Secretary of the Comox-Nanaimo ProVision Fund Committee (see below).
3. Obtain support letters and appropriate approvals.
4. Send your application and supporting documentation by mail, email or fax to:
 

**Comox Nanaimo Presbytery ProVision Fund**  
 B.C. Conference, United Church of Canada  
 Attention: Chris Cliff  
 4383 Rumble Street, Burnaby, B.C. V5J 2A2  
**Email** [ccliff@bc.united-church.ca](mailto:ccliff@bc.united-church.ca)      **Fax** 1-604-431-0439
5. You will be notified that your application has been received and advised of the timeline for its consideration.
6. After consideration, you will be contacted to solicit further information or to be informed of the decision.
7. If your grant is approved, you will be requested to sign an agreement regarding the use of and accountability for the funds.
8. If your grant is not approved, you will be advised of the reasons.

## Accountability for the use of grants

### Grants may only be used for the purposes described in the ProVision Fund application.

- monies received not used for these purposes shall be returned to the ProVision Fund.

### For projects of six months or longer:

- an interim written report is required within six months of the start of the project;
- a final financial report, within 90 days of the completion of the project; and,
- a final written evaluation of the project in reference to the outcomes and plans within 90 days of the completion of the project.

### For projects of less than six months:

- no interim written report is required; however,
- financial and written evaluation reports are required within 90 days of the completion of the project.

## Decision-Making Process

1. **Capital:** Decisions regarding the investment and accounting for the monies shall be the responsibility of BC Conference.
2. **Income Amount:** A determination of the amount of "income" of the monies available for use by the Presbytery shall be made by the Conference Finance Council annually in time for annual budgeting.
3. **Income Use:** Receiving, vetting and approving applications for the use of income and capital shall be the responsibility of the Comox Nanaimo Presbytery ProVision Fund Committee. The criteria for approving or not approving a request are based on those noted above. Applications shall have been approved by the governing body of the submitting group where such a body exists.
4. **The ProVision Fund Committee** will be comprised of two people appointed of BC Conference and two people and two alternates appointed by Comox Nanaimo Presbytery (one of the Presbytery appointees will act as Chair of the Committee).

Comox-Nanaimo Provision Contacts	
<b>Chair</b> Wayne Hughes <a href="mailto:crunitedminister@shaw.ca">crunitedminister@shaw.ca</a>	<b>Secretary</b> Gordon How <a href="mailto:ghow@shaw.ca">ghow@shaw.ca</a>

## Part One: Organization Details

### Contact Information

<b>Name of organization</b>	
<b>Primary contact</b>	
<b>Mailing address</b>	
<b>City/Province/postal code</b>	
<b>Daytime phone</b>	
<b>Email</b>	
<b>Web page. if applicable</b>	
<b>Charitable Registration #*</b>	<i>* Mandatory in order to receive a grant</i>

### Project Leadership

<b>Name</b>	<b>Designated Role(s)</b>

## Part Two: Project Overview

<b>Project title</b>	
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<b>Is this a new project?</b>	<input type="radio"/> YES <input type="radio"/> No If No, ensure that your Project Description (below) includes a description of the present work, how it is currently funded and the additional benefit it will receive from this additional funding.

<b>Target project implementation date</b>	
<b>Target completion date</b>	

## Part Three: Project Description

**Attach a project description that includes:**

**1. Project vision**

Describe the project in broad terms

**2. Project beneficiaries**

Whom is this program designed to benefit most? What benefits do you anticipate they will receive?

**3. Project goals and objectives**

Which criteria as listed in the ProVision Criteria does your project address?

**4. Plan for achieving goals and objectives**

Indicate briefly how your project addresses the above-listed criteria. How will you keep your project on target and how will you determine if progress is satisfactory?

**5. Project uniqueness**

Identify the aspects of this project that are exciting, attractive and/or unusual.

## Part Four: Project Income and Expenses

Project income	Amount	Confirmed (Yes/No)	Anticipated Grant Confirmation Date
Organization funds	\$		
Other United Church of Canada support	\$		
Other grants	\$		
Fundraising	\$		
Funding from partners	\$		
Other funding sources	\$		
<b>Amount requested from ProVision</b>	\$	n/a	n/a
Total income	\$		

Details of project income sources summarized above	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

<b>Project expenses</b>	<b>Estimated Amount</b>
Staff/contractors	\$
Materials and supplies	\$
Promotion and education	\$
Rent	\$
Other	\$
<b>Total expenses</b>	\$

<b>Details of project expenses summarized above</b>	<b>Amount</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$



**Part Five: Project Evaluation**

Attach a project evaluation plan that includes:

- 1. Anticipated measurable outcomes.
- 2. Plan to assess results (with timeline).

<b>Printed name of applicant</b>	
<b>Signature of applicant</b>	
<b>Date</b>	

<b>For ProVision Committee Use Only</b>	
<b>Application approved</b>	Comments:
<b>Application not approved</b>	Comments:
<b>Signature or Chair or Secretary</b>	
<b>Meeting date</b>	