
BC Conference: The United Church of Canada

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PROVISION FUND

Victoria Presbytery

Application

GENERAL INSTRUCTIONS

- **Application Deadlines: February 1; May 1; October 1**
- Application must reflect the *Victoria Presbytery ProVision Fund Criteria (see pp 2-3)* in order to be considered for approval.
- Be sure to complete the application in full detailing the information requested to avoid unnecessary delays in processing.

Purpose: The ProVision Fund of Victoria Presbytery has been established by the Presbytery and BC Conference to make a number of grants each year for several years. Grants are available to support new forms of ministry in the Presbytery which address the criteria below. Projects should demonstrate that they are inspired, aim to make a difference, and are grounded in the love of God.

Scope and Limits: The ProVision Fund is intended to support new ministry projects, not to maintain existing congregations, chaplaincies or outreach ministries. There is no financial limit stated; however, there is a desire to fund a number of projects through the years of the fund. We cannot imagine a capital project meeting the criteria of this fund. Operational funding for a new project may fit the criteria, especially where staffing is necessary to support an initiative. 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.

Criteria

A) The project

- 1) articulates a strong faith commitment, and responds to a call, vision, sense of mission or defined need
- 2) is supported by relevant research (e.g. Environics research)
- 3) may be supported by other stakeholders (congregations, organizations, faith groups)
- 4) is innovative and creative, and may be experimental or risky
- 5) may demonstrate a new, paradigm-shifting approach to a problem, ministry or challenge
- 6) will provide opportunities for transferable learning that will benefit other congregations, ministries or presbyteries

B) The project is likely to:

- 1) create a new way of "being church" that is relevant to its time and location
- 2) promote an experiential understanding of what it means to be Christian (through education, spiritual practice, word in action, service, etc.)
- 3) enable and empower people in their ministry, expanding opportunities for ministry
- 4) be rooted in a community, possibly integrating or partnering with other agencies, congregations, organizations, or faith groups
- 5) demonstrate or foster diversity
- 6) be realistically achievable, vital and effective;

C) The proposal should clearly lay out the project's strengths, challenges and opportunities.

There should be a plan for capturing and reporting or demonstrating:

- 1) best practices, lessons learned,
- 2) experiences to be avoided or explored
- 3) good management of finances, staff and/or volunteers

D) Include a description of a Resource Team which includes three or more people who can offer support, mentor, challenge and/or recommend resources and help identify transferable learning.

Describe the number of planned meetings and how they will be documented. Consider contacting the British Columbia Conference Leadership Development team led by Rev. Keith Howard.

Application for funding may come from the following bodies within Presbytery:

- Victoria Presbytery or its Executive;
- United Church Pastoral Charges;
- ministries recognized by Victoria Presbytery;
- United Church societies;
- *ad hoc* groups (at least one member must be able to articulate a Christian faith and a comfort with the ethos and polity of the United Church of Canada).

Accountability for the use of grants shall be governed by the following:

- a detailed set of measurable outcomes will be required;
- a plan for the project and its operations will be required;
- financial reporting shall be made available at predetermined times and upon request;
- regular evaluation of the project at predetermined times.

Other

- Applications shall have been approved by the governing body of the submitting group. *Ad hoc* groups shall have the support of Victoria Presbytery or its Executive.
- Multi-year financial grants are permissible.

Application Process

1. Develop a vision and plan for your project.
2. Use this application form to detail your vision and plans.
3. Obtain appropriate approvals. Obtain support letters.
4. Send your application and supporting documentation by mail or e-mail, to:

Victoria Presbytery ProVision Fund
BCConference
4383 Rumble Street, Burnaby, BC V5J 2A2
Email: ccliff@bc.united-church.ca

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 be informed of the decision or to solicit further information.
7. If your grant is approved, you will be requested to sign an agreement regarding the use of and accountability for the funds.

Learning & Support

Victoria Presbytery wishes to support individuals and groups seeking to create new projects and ministries through the ProVision Fund. They wish to encourage creative, risk-taking projects. To that end, there will be a cycle of learning and sharing opportunities available to all applicants. It is not mandatory for applicants to participate in these sessions, but it is encouraged.

Under Chris Corrigan's leadership, Victoria Presbytery will host a "pro-action cafe" developmental workshop, for people interested in sharing and developing their ideas for new ministry projects. This will hopefully assist people in preparing their application for the next deadline. Two weeks after the deadline, the Fund Committee will meet and make their decision on the applications, communicating the result with the applicants. Approximately two weeks after that, Victoria Presbytery will host a meeting of a "co-initiation" group - a group for people who have had their applications approved and are ready to move ahead with their project. This group would gather for mutual support and sharing, and could choose to continue meeting at regular intervals.

Victoria Presbytery ProVision Fund Committee (herein called the committee)

- 1) The Committee will be made up of:
 - i. 2 representatives appointed by Victoria Presbytery: at least one should be active in a congregation or ministry of the Presbytery; both should be able to articulate a Christian faith and a comfort with the ethos and polity of the United Church of Canada. Appointees could be lay and ordered. Two alternates should be named to participate in the event that one or both representatives find themselves in a conflict of interest or are unable to attend.
 - ii. 2 representatives appointed by BC Conference.
- 2) The Presbytery representatives need not be members of presbytery. They should be chosen for their commitment to new and exciting opportunities for the Church, and for their ability to evaluate creative program applications. One representative should be an able chairperson and communicator, able to share the news with Presbytery. By virtue of their appointment to this committee, they will come under the oversight of Presbytery.
- 3) The Committee will
 - a. normally meet 3 times per year, two weeks after an application deadline.
 - b. determine if it is appropriate to make progress payments to a project based on interim reports at significant milestones,
 - c. receive interim and final project reports, and
 - d. encourage full communication of project status and significant learning, experiences and best practices to Victoria Presbytery.
- 4) The members of the Committee will meet in person.
- 5) All decisions (approvals or rejections) will be documented and retained on file.

- 6) The Committee will have the authority to approve an application.
- 7) The Committee will provide Presbytery with a summary report of each approved project.

*It is our expectation that the criteria for, and processes surrounding,
the Victoria Presbytery ProVision Fund will be subject to ongoing reflection and revision.
A careful evaluation will be undertaken after the first year of implementation.*

Victoria ProVision Fund Chair

Michelle Slater

E-mail: michelle.oakbay@shaw.ca

Victoria ProVision Fund Secretary

Gordon How

E-mail: ghow@shaw.ca

Part One: Project Overview

Project Title:	
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Is this a new project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If No, ensure your Project Description (below) includes a description of the present work, how it is presently funded, and the additional benefit it will receive from this funding.

Planned Starting Date of Proposed Activities:	
Planned Completion Date (if applicable):	

Brief overview of the proposed activities to be funded (max 100 words): Who / what / where

How is this a new form of ministry in Victoria Presbytery? (max 50 words)

Part Three: Project Description

Attach a project description that includes:

1. Project Vision

Describe the project in broad terms. How are you addressing the criteria from page 2? What are your hopes and dreams? What are you excited about?

2. Project Beneficiaries

Who are you trying to reach with this project, and what kind of community are you hoping to form? What benefits do you anticipate for participants, yourself included?

3. Project Goals and Objectives

Describe a single overarching goal that informs and guides this project. Describe a limited number of concrete objectives that can be achieved with the proposed funding and duration of this project.

4. Project Activities

Describe the specific activities needed to achieve each of the objectives. What resources are needed from the project and from other sources to undertake these activities? Present a brief workplan showing the sequence and schedule of activities, with key milestones.

5. Support and Accountability

Where and to whom will you turn for assistance and encouragement? How will you cope with risk, disappointment, and failure? How do you plan to stay accountable to God, the community, and the wider Presbytery?

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:	\$		
	\$		
Amount Requested from Victoria Presbytery ProVision Fund	\$	n/a	n/a
Total Income	\$		

Details of Project Income Sources Summarized Above	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Please note that it is not a prerequisite that your project have or obtain other funding sources.

Project Expenses	Estimated Amount
Staff/Contractors	\$
Materials and Supplies	\$
Promotion and Education	\$
Rent	\$
Other:	\$
	\$
Total Expenses	\$

Details of Major Project Expenses Summarized Above	Estimated Amount
	\$
	\$
	\$
	\$

Future Funding Plans

If this project is expected to continue beyond the dates indicated, what are your plans for future funding?

Part Five: Project Evaluation

1. What do you want to learn from this project? (name some answerable questions)
2. How will those lessons help in extending the ministry of the United Church?
3. What changes will you measure in order to answer the questions you have named? How will you collect this data? What would you regard as a successful outcome?
4. Outline briefly your plan for evaluation, including timelines, emphasizing who will use the evaluation conclusions, and for what purpose.

We recognize that what we anticipate and what actually comes to pass can be two very different things! We welcome hearing your sense of how you will adjust your target/goals according to what you learn. When you report on your progress, we will look for how you integrate your learning and how that changes the shape of your plan.

Part Six: Application Support

Which church and community groups are supportive of this project? Please attach evidence (congregation, Presbytery, partners, letters of support, details of community involvement, etc.). Include a signed letter of support from your governing body, Victoria Presbytery, or the Victoria Presbytery Executive.

Print Name of Applicant:	
Signature of Applicant:	
Date:	

For Committee Use Only

Application Approved: <input type="checkbox"/>	Comments:
Application Not Approved: <input type="checkbox"/>	Comments:
Signature of Chair or Secretary:	
Meeting Date:	