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## BC Conference: The United Church of Canada

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The seal of the United Church of Canada is a shield-shaped emblem. It features a dove with outstretched wings at the top, a book in the center, and a triangle at the bottom. The shield is divided into four quadrants by a cross. The text "THE UNITED CHURCH OF CANADA" is written along the top edge, and "L'ÉGLISE UNIE DU CANADA" is written along the right edge. At the bottom, the Latin motto "UT OMNES UNUM SINT" is on the left and the Cree motto "AKWE NIA'TETEWÁ:NEREN" is on the right.

# PROVISION FUND

## Westminster Presbytery

## Application

*Honouring the legacy of East Burnaby United Church*

### GENERAL INSTRUCTIONS

- **Application Deadlines: February 1, May 1, October 1**
- Application must reflect the *Westminster 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.

## ProVision Fund – Westminster Presbytery

### Grant Criteria

The Westminster Presbytery ProVision Fund has been established by the Presbytery and BC Conference to make a number of grants each year for several years. The initial capital came from the sale of East Burnaby United Church. Applications will be assessed on their own merit in light of the Fund's Criteria (following). Grants are expected to be substantial in amount but not so large as to limit the consideration of other worthy proposals. As the Fund Committee begins its work it is assuming that grants will likely fall within the range of \$5,000 to \$50,000.

The purpose of Westminster Presbytery is to empower, support and oversee congregations, ministry personnel, and special ministries as they raise up disciples of Jesus Christ. It is the intention of Westminster Presbytery that projects that correspond to this mission statement will be given priority.

Grants will be given for projects in the following areas:

- for projects that will foster new ministries;
- for consultancy.

Requests for grants for capital expenditures and building maintenance will not normally be considered.

### Fostering New Ministries

Preference will be given to applications

- whose purpose is connected to the Westminster Presbytery Mission Statement;
- that demonstrate a vision for what it will achieve and how success will be evaluated;
- that explain why funding needs to come from these monies rather than from congregational resources and what resources the congregation plans to invest;
- that indicate where future funding will come from.

Priority will be given to new projects; it is understood that a project may apply to receive funding in subsequent years, but it should not expect to receive further funding.

It is expected that grant-receiving ministries will become self-supporting.

To receive follow-up funding a ministry must be demonstrated to be effective. It is understood that effective ministries may be demonstrated in a variety of ways, some of which may not easily be translated into numerical or statistical data.

### Consultancy

Grants will be considered for individual pastoral charges and special ministries or by groups of pastoral charges and/or special ministries that plan to hire consultants.

Consultants may be hired to address specific contextual needs, such as vision development, governance, conflict resolution, effectiveness, needs assessment, and team-building. They may also be hired to provide training in particular areas (e.g. marketing, evangelism) or to facilitate discussions of co-operative ministry ventures.

It is expected that up to \$15,000 annually will be granted for the hiring of consultants. If that amount has not been spent by mid-year, it may be redirected to new ministry projects as outlined above.

It is further expected that groups applying for these monies will also be contributing out of their own resources, and applications to use these funds for consultancy purposes should indicate how an applicant or applicants will be making their own contribution.

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

- Westminster Presbytery or its Executive;
- United Church Pastoral Charges;
- ministries recognized by Westminster Presbytery;
- United Church societies;
- *ad hoc* groups.

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 Westminster Presbytery or its Executive.
- Multi-year financial grants are permissible.

**Grant 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:

Westminster Presbytery ProVision Fund  
BC Conference  
4383 Rumble Street, Burnaby, BC V5J 2A2  
Email: [ccliff@bc.united-church.ca](mailto: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.

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**Westminster ProVision Fund Chair**

Carole Finch

E-mail: [chfinch@shaw.ca](mailto:chfinch@shaw.ca)

**Westminster ProVision Fund Secretary**

Gordon How

E-mail: [Ghow@shaw.ca](mailto:Ghow@shaw.ca)



## Part Two: Project Overview

<b>Project Title:</b>	
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<b>Is this a new project?</b>	<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.

<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 in the Westminster Presbytery ProVision Fund 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**

<b>Project Income</b>	<b>Amount</b>	<b>Confirmed (Yes /No)</b>	<b>Anticipated Grant Confirmation Date</b>
Organization Funds	\$		
Other United Church of Canada Support	\$		
Other Grants	\$		
Fundraising	\$		
Funding from Partners	\$		
Other:	\$		
	\$		
<b>Amount Requested from Westminster Presbytery ProVision Fund</b>	\$	n/a	n/a
Total Income	\$		

<b>Details of Project Income Sources Summarized Above</b>	<b>Amount</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

<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 Major Project Expenses Summarized Above</b>	<b>Estimated Amount</b>
	\$
	\$
	\$
	\$

**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**

Attach a project evaluation plan that includes:

1. Anticipated Measurable Outcomes
2. Plan to Assess Measurable Outcomes (with timeline)

**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, Westminster Presbytery, or the Westminster Presbytery Executive.

<b>Print Name of Applicant:</b>	
<b>Signature of Applicant:</b>	
<b>Date:</b>	

**For Committee Use Only**

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