
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**
- Be sure to complete the application in full, detailing the information requested to avoid unnecessary delays in consideration.

Purpose: The ProVision Fund of Victoria Presbytery has been established by the Presbytery and BC Conference 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. Capital projects will not normally be funded. 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

The project should:

- 1) articulate a strong faith commitment, and respond to a call, vision, sense of mission or defined need
- 2) be innovative and creative, and may be experimental or risky
- 3) create a new way of "being church" that is relevant to its time and location
- 4) promote an experiential understanding of what it means to be Christian (through education, spiritual practice, word in action, service, etc.)
- 5) be rooted in a community, possibly integrating or partnering with other agencies, congregations, organizations, or faith groups
- 6) provide opportunities for transferable learning that will benefit other congregations, ministries or presbyteries

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

Accountability for the use of grants: Applicants must demonstrate a specific set of measurable outcomes, a plan for achieving these, and for evaluating progress.

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
BC Conference
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 approved, you will receive 75% of the funds granted, with the remaining 25% granted after submitting a report on the progress and learnings of the project.

Victoria ProVision Fund Chair

Stephen Tyler

E-mail: stephen@adaptiverm.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:	
Planned Completion Date (or date when funding will end):	

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

Part Two: Organization Details

Contact Information

Name of Organization:	
Primary Contact:	
Mailing Address:	
City / Prov. / Postal Code:	
Daytime Phone:	() Fax: ()
Email:	
Web Page:	
Charitable Registration No.	<i>A charitable registration number is necessary in order to receive a grant.</i>

Project Leadership

Name	Designated Role(s)

Part Three: Project Description

Attach a project description that includes:

1. Project Vision

Describe what you hope to achieve. What about this project is most exciting to your community?

2. Project Beneficiaries

Who will be served by this project? What benefits do you anticipate for participants, yourself included?

3. Project Goals and Objectives

What are the project goals? What do you hope to learn from this project? How do you meet the criteria from page 2?

4. What will you actually do?

Outline the actions that will be enabled by this funding and how they will contribute to achieving the stated objectives. How will you measure progress towards your goals? What is unique or unusual about the project?

5. Support and Accountability

What other partners are also committed to this venture and how will they contribute? What sources of wisdom will you turn to for advice? To whom are you financially accountable? How will staff and volunteers be supervised? What special risks or challenges will the project face and how do you propose to address these?

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

Please attach an evaluation plan that indicates:

1. Measurable outcomes
2. Plans to assess results (how will you collect data? What would you regard as a successful outcome?)

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:	