
BC Conference: The United Church of Canada

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PROVISION FUND

Vancouver-Burrard Presbytery

Application

GENERAL INSTRUCTIONS

- **Application Deadlines: February 1; May 1; October 1**
- **Last Amended: September 2015**
- Application must reflect the *ProVision Criteria* (see pages 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 – Vancouver Burrard Presbytery

Grant Criteria

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

Grants will be given to projects with one or more of the following purposes:

- The fostering or creation of vibrant new forms of ministry;
- Researching and analyzing the effectiveness and needs in our current ministry in areas such as the Eastside, North Shore, West Side Vancouver and non-urban churches;
- The revitalization of the health of the United Church;
- The provision of leadership and support to current successful ministries;
- The development and operation of community-based ministries (possibly partnering with other agencies);
- The promotion of faithful public witness;
- The promotion of a multicultural and intergenerational approach to ministry.

Grants for capital expenditures will not normally be considered.

Preference will be given to applications that demonstrate clear goals with a well-developed plan for achieving the goals. Outcomes shall be measurable and a plan for assessment shall also be included. The application will demonstrate the following:

- Achievable innovation with the ability to be vital and effective;
- A strong faith commitment;
- Support for the mission of Vancouver-Burrard Presbytery;
- Good management of finances, staff and/or volunteers;
- The ability to leverage other funding;
- Cooperation among congregations or groups, including those across Presbytery bounds;
- Support from other congregations and ministries.

Application for funding can come from the following bodies within Vancouver-Burrard Presbytery:

- Vancouver-Burrard Presbytery or its Executive;
- United Church congregations;
- ministries recognized by Vancouver-Burrard Presbytery as United Church ministries;
- United Church societies;
- *Ad hoc* groups.

Accountability for the use of grants:

- Financial reporting at predetermined times or upon request;
- Regular evaluation of the project's progress at predetermined times;
- A final financial report, with receipts, within 90 days of the completion of the project;
- A final evaluation of the project in reference to the outcomes and plans within 90 days of the completion of the project.

Other

- Multi-year financial grants or commitments are permissible.
- Applications shall have been approved by the governing body of the submitting group. *Ad hoc* groups shall have the written support of the Vancouver-Burrard Presbytery or its Executive.
- 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.
- Applicants who are granted awards can expect to receive a cheque for 75% of their approved grant. The final 25% will be sent out once Conference Office receives an evaluation of the event together with a financial statement showing actual revenues and expenses.

ProVision Fund Committee

- Grant requests shall be received, evaluated and granted by a ProVision Fund Committee composed of two appointees of BC Conference and two appointees of the Vancouver-Burrard Presbytery Executive. There will be substitute appointees in times of conflict of interest.

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, e-mail, or fax to:

Vancouver-Burrard Presbytery ProVision Fund
BC Conference
4383 Rumble Street, Burnaby, BC V5J 2A2
E-mail: 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.

ProVision Fund Chair

Rev. Dan Chambers

E-mail: dan.staw@telus.net

ProVision Fund Secretary

Gordon How

E-mail: ghow@shaw.ca

Part Two: 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.
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Target Project Implementation Date:	
Target Completion Date:	

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

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

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
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Part Five: Project Evaluation

Attach a project evaluation plan that includes:

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

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:	