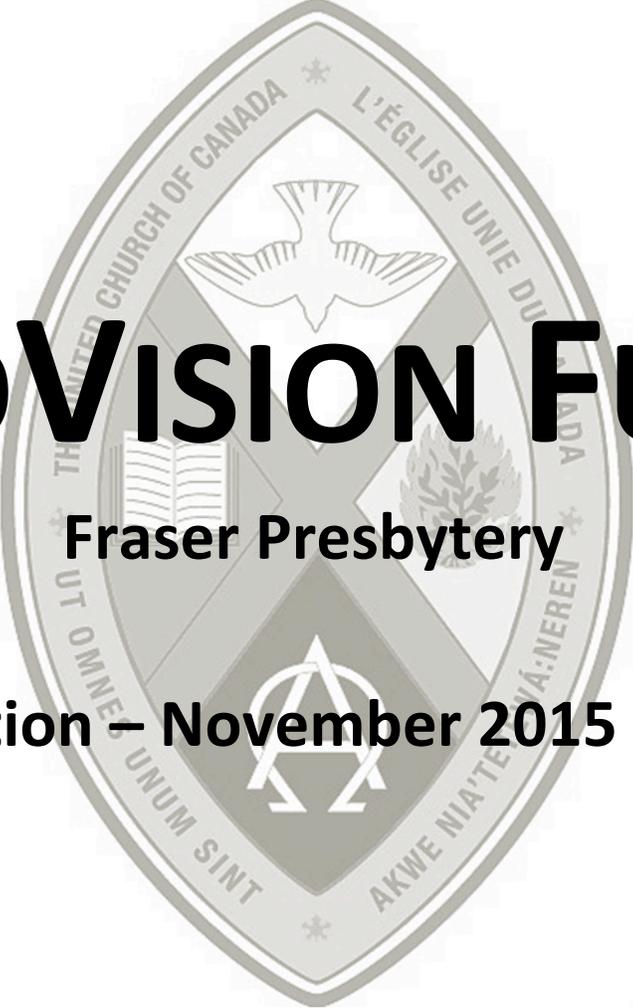

BC Conference: The United Church of Canada

4383 Rumble Street, Burnaby, BC V5J 2A2

604.431.0434 * 1.800.934.0434 * 604.431.0439 (fax)

ccliff@bc.united-church.ca www.bc.united-church.ca

The seal of the United Church of Canada is a shield-shaped emblem. It features a dove with wings spread at the top, a cross in the center, and a triangle at the bottom. The shield is surrounded by text in English, French, and Cree. The English text reads "THE UNITED CHURCH OF CANADA" at the top and "L'ÉGLISE UNIE DU CANADA" on the right. The French text "L'ÉGLISE UNIE DU CANADA" is also on the left. The Cree text "AKWE NIA'TEWA:NEREN" is at the bottom. The Latin motto "UT OMNES UNUM SINT" is on the left side of the shield.

PROVISION FUND

Fraser Presbytery

Application – November 2015 revision

GENERAL INSTRUCTIONS

- **Application Deadlines : February 1, May 1, October 1**
- **Submit applications to BC Conference: "Attention Fraser Presbytery Provision Fund"**
- Application must reflect the *Fraser 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.
- For more information: Contact from Fraser Presbytery Provision Committee: Rev. Joan McMurtry (Chair) jkmcm@telus.net or Rev. Gordon How (Secretary) ghow@shaw.ca

ProVision Fund Grant Criteria

The Fraser Presbytery ProVision Fund has been established by the Presbytery and BC Conference to make a number of grants and/or loans each year for several years. Applications will be assessed on their own merit in light of the Fund's Criteria. Fraser Presbytery intends this fund to precipitate significant change where the monies are spent.

Mission of Fraser Presbytery

Fraser Presbytery's Mission is to mobilize, resource and support the United Church of Canada ministry within Fraser Presbytery.

Vision and Values of Fraser Presbytery

Fraser Presbytery envisions a dynamic United Church of Canada presence and witness in the Fraser Valley, that is:

- alive as followers of Jesus Christ,
- has thriving congregations,
- is vital to the community,
- and is sustainable for the future.

Fraser Presbytery values the richness of the diversity and honours the capacity of congregations to faithfully make decisions regarding their future.

Specific Criteria

1. It is the intention of Fraser Presbytery that ministries will correspond to the Mission, Vision and Values of Fraser Presbytery.
2. Funds will be available to support congregations and/or ministries that have discerned a Vision/Mission to which God is calling them, and are mobilizing resources to meet that Vision.
3. Fraser Presbytery intends to use the ProVision fund for large ministries. Successful applications will be considered for ministries requiring up to \$200,000 and no less than \$20,000 from the ProVision Fund.
4. Funds will only be provided for ministry that clearly demonstrates a paradigm shift in the direction of a ministry, its mission, staff and buildings. It will not be available for ministries that do not offer hope of revitalized ministry, for maintaining ministries in decline or for maintaining and survival strategies.
5. Applications must demonstrate an excellent grasp of the current gifts and challenges facing the United Church and reflect a genuine attempt to face these challenges. Successful applications will offer hope for a transformed (for the church) and transformational (for disciples) United Church ministry.
6. Applications can be either for capital expenditures or for creation of new or revitalized ministries
7. Applications can be for a loan, a grant or a combination.
8. Pastoral Charges and other ministries will be required to share in the cost (financial and otherwise) of the ministry initiative.
9. Applications will require a full financial plan and disclosure including an analysis of trends in giving, congregational participation, and anticipated future challenges. Current annual financial statements will be provided. A ministry must have a very realistic potential for achieving identified goals and should encompass a business case that demonstrates strategy, measurable goals, alignment with the mission, vision and values, realistic targets, and timetable (S.M.A.R.T.).

10. It is understood that significant change requires significant risk. Ministry initiatives need to show a faithful balance between accountability for the sustainability of the ministry and the size of the risk undertaken. Evidence of future sustainability or completion will be held alongside risk as key criteria to balance.

Decision-Making Process

1. *Capital:* Decisions regarding the investment and accounting for the monies shall be the responsibility of BC Conference unless Fraser Presbytery seeks to invest some of the fund in a ministry. Should Fraser Presbytery choose to invest some of the ProVision money in a ministry, Fraser Presbytery will acknowledge the potential loss in income to the fund that may result.
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 Fraser 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 composed of two people appointed of BC Conference and three people appointed by Fraser Presbytery, who are well informed and in good communication with both the Presbytery and the Executive. There will be substitute appointees in times of conflict of interest.

Eligibility

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

- Fraser Presbytery or its Executive;
- United Church Pastoral Charges;
- ministries recognized by Fraser Presbytery;
- United Church societies; Incorporated ministries
- *ad hoc* groups.
- Applications shall have been approved by the governing body of the submitting group. *Ad hoc* groups shall have the support of Fraser Presbytery or its Executive.
- Multi-year financial grants are permissible. The Provision committee may decide to fund large multiyear projects on an annual basis subject to annual updates and review by the committee.

Grant Process

1. Develop a Vision and plan for your ministry.
2. Consult with the Provision Committee for help and support.
3. Use this application form to detail your Vision and plans.
4. Obtain appropriate approvals and support letters. A “Support Form” is attached.(Nov 2015)
5. Send your application and supporting documentation by mail or e-mail, to:
Fraser Presbytery ProVision Fund
BC Conference
4383 Rumble Street, Burnaby, BC V5J 2A2
Email: ccliff@bc.united-church.ca
6. You will be notified that your application has been received and advised of the timeline for its consideration.
7. After consideration, you will be contacted to be informed of the decision or to solicit further information.

8. If your grant is approved, you will be requested to sign an agreement regarding the use of and accountability for the funds.

Fraser ProVision Fund Chair

Rev. Joan McMurtry

E-mail: jkmcm@telus.net

Fraser ProVision Fund Secretary

Rev Gordon How

E-mail: ghow@shaw.ca

Part Two: Ministry Overview

Ministry Title:	
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Is this a new ministry?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, ensure your Ministry 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 Ministry Implementation Date:	
Target Completion Date:	

Part Three: Ministry Description

Describe the ministry, in broad strokes.

Be sure to address the following in an order and format that fits for your application:

1. Ministry Vision

Describe the Vision for the ministry and the process of discernment that led to it.

2. Ministry Goals and Objectives

What are the principal goals of the ministry and the measurable objectives?
 How does your ministry reflect the Mission, Vision and Values of Fraser Presbytery?
 How does your ministry address the Fraser Presbytery ProVision Fund Criteria?

3. Plan for Achieving Goals and Objectives

Indicate briefly how your ministry addresses the above listed criteria.
 Include a timeline for implementation.

4. Ministry Context

How does this ministry address both the challenges and opportunities facing the United Church of Canada?
 How does it address your unique situation? (Faith community and local context)

5. Ministry Distinction

Identify the aspects of this ministry that make it especially worthy of financial support, (exciting, attractive, and/or unusual etc.)

Part Four: Ministry Evaluation

Attach a ministry evaluation plan that includes:

1. Anticipated Measurable Outcomes
2. How you will keep your ministry on target and how you will determine if progress is satisfactory
3. Plan to Assess Measurable Outcomes (with timeline)

Part Five: Ministry Income and Expenses

Include the following supporting documents:

1. Detailed Ministry budget
2. Previous year's annual report
3. Financial Statements, including balance sheet and income/expense statement from the previous two years.
4. Analysis of trends in giving, congregation participation, as well as anticipated future challenges.

Future Funding Plans

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

Part Six: Application Support

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

Fraser Presbytery Provision Fund

Support Form

The Fraser Presbytery Provision Fund was established in 2013 to provide grants and loans (from \$20,000 to \$200,000) to mobilize, resource and support the United Church of Canada ministry within Fraser Presbytery.

So, you have been asked to provide a letter of support for an application to the Provision Fund. This form is intended to help you with focusing your thoughts. We recognize that some supporters will be able to give more detailed response than others. That's okay!

** Support letters by the "governing body" such as the Presbytery Executive or Pastoral Charge Board, are required and in some detail.

** The applicant will be sure your letter gets to the Committee.

Include:

- ✓ Name and Contact Number: _____
- ✓ Relationship, Connection with Applicant: _____
- ✓ Will you be commenting on the general idea _____ or able to comment in more detail?

A) Your general support for the application. Please write several paragraphs.

B) More detail:

- How can this be a transformational ministry?
- Describe how you believe the applicant has the vision and capacity to carry out this ministry?
- Can you imagine this ministry being sustainable once the grant is completed, or is that important for this application?
- How does the financial piece make sense to you?

Please answer:

- ✓ Have you read the Fraser Presbytery Provision Fund Criteria? _____
- ✓ Have you read the full application as presented to the Committee? If not, what parts have you read or heard about? _____

Thanks for your support