
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 on the left, and a tree on the right. 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. A central symbol, possibly a stylized 'A' or a similar geometric shape, is at the bottom center.

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 p. 2)* 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 purpose of Westminster Presbytery is to empower, support and oversee congregations, ministry personnel, and special ministries as they raise up disciples of Jesus Christ. ProVision grants will be given to projects, ministries, and programs that correspond to this mission statement. The intention of the Fund is generally to foster new ministries. In addition, grants will be considered to help fund the costs of projects and ministries contracting consultancy services.

It is expected that proposals:

- demonstrate a vision for what it will achieve and how success will be evaluated ;
- explain why ProVision funding is required rather than funding from congregational investment;
- provide a written support from Church Councils and other supporting groups;
- indicate where future funding will come from (if the program or ministry is to continue in the future)

While priority will be given to new projects, it is understood that a project may apply to receive funding in subsequent years. To receive follow-up funding a ministry must demonstrate its effectiveness.

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

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.
8. Twenty-five per cent (25%) of each grant will be held back until such time as the committee has received a final report from the program or the project.

Westminster ProVision Fund Chair

Carole Finch

E-mail: chfinch@shaw.ca

Westminster ProVision Fund Secretary

Gordon How

E-mail: ghow@shaw.ca

Part One: 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 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.

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 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

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 Westminster Presbytery ProVision Fund	\$	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
	\$
	\$
	\$
	\$

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.

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:	