

GRANT APPLICATION FORM

Section 1 – Identity of Applicant

Please note that all applicants must be current members of the Foundation.

- 1.1 Name of Applicant (parish, diocese, organization) _____
- 1.2 Street Address: _____
- 1.3 City, Province, Postal Code: _____
- 1.4 Applicant's Phone Number: _____
- 1.5 Applicant's Website: _____
- 1.6 Charitable Business Number: _____
- 1.7 Contact Person: _____
- 1.8 Contact Person's Email Address: _____
- 1.9 Contact Person's Phone Number: _____

Section 2 – Ministry Context

- 2.1 Briefly describe the parish or organization and the community served. Submit this on a separate page.
- 2.2 In what year was your parish or organization established? _____
- 2.3 Total revenues from all sources in the last year: _____
- 2.4 If you are applying as a parish:
 - How many congregations or points are there? _____
 - What is your average attendance on a Sunday? _____
 - How many identifiable givers do you have? _____

Section 3 – Description of Project

- 3.1 Project Name: _____
- 3.2 Description of the project. Please answer the following questions in order.
Submit this on a separate page.
 - What do you want to do, and why do you want to do it?
 - Who will the project benefit? Describe the expected outcomes and impact.
 - What is the timeline for the project, including the expected start date, project execution date(s), and completion date?
 - Who else is involved? Who are the project stakeholders and partners?
 - Please include other materials that will help the Board of Directors assess your project: photos, architectural drawings, mission statements, and other relevant information.

3.3 For innovative, creative and emerging ministry projects:

- The Foundation provides seed money to help initiate projects. If this is an ongoing initiative, describe the plan for sustainability, including funding sources and support.
- Describe how this project will meet a need that is currently not being met through other local non-profit organizations or government entities.

3.4 For infrastructure projects:

- Include three quotes for construction/materials involved, where possible, and indicate which is the successful supplier. If this is not possible, explain why.
- Provide proof of adequate fire insurance in force on property, along with contractor's liability insurance, including the amount.

3.5 For emerging ministries, campus, prison, refugee, lay and clergy leadership development, children's and youth ministries, affordable housing, reconciliation initiatives, and other programmes which may tend to be ongoing:

- The Foundation does not provide funding for those grants generally covered by the diocesan Training and Development Committee; however, it does accept applications for curriculum redevelopment projects or other experimental formation programmes for lay and clergy leaders. If this is an ongoing initiative, describe the plan for sustainability, including funding sources and support.
- Describe how this project will meet a need that is currently not being met through other established programmes currently available, and how it will benefit the broader church and community.

Section Four – Project Budget and Financial Information

4.1 Amount of grant requested: _____

4.2 Provide a project budget. Submit this on a separate page.

- Show a list of all expenses, indicating the portion that the Foundation would cover.
- Show all revenues, including pledges, other grants to which application has been made, and donations in kind of property, labour, or materials.

4.3 Provide complete financial statements for the applicant.

Section Five – Letters of Support

5.1 Provide two letters of support, listed below according to the type of applicant.

Parishes, Regional Deaneries, The Diocese of Ontario, and organizations under the auspices of the Diocese and other organizations:

Letters from the diocesan bishop, executive officer, archdeacon for ministry and programme, or territorial archdeacon, indicating the need for and benefit of the project.

OR

Letters from a representative of the Board of Directors or Governing Council, indicating the need for and benefits of the project.

Section Six – Authorization

6.1 Have two signing officers and head of your organization sign below.

We certify that the appropriate authority has approved the submission of this application.

_____ Signature	_____ Signature	_____ Signature
_____ Print Name	_____ Print Name	_____ Print Name
_____ Title	_____ Title	_____ Title
_____ Date	_____ Date	_____ Date