

Home Missions Perpetual Calendar

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| Monthly | <p>Technology Grant Applications are approved by Presbytery and forwarded to the Conference Finance Minister.</p> <p>Manse Modernization Grant applications are approved by Presbytery and forwarded to the Conference Finance Minister.</p> <p>Church Modernization Grant applications are approved by Presbytery and forwarded to the Conference Finance Minister.</p> <p>Camp or Education Centre Grant applications are approved by Presbytery and forwarded to the Conference Finance Minister.</p> |
| February | <p>Conference Finance Minister to send out letter regarding financial statements.</p> <p>Notification will be sent to Convenors if there are any mission units who have not submitted their audited or reviewed statements.</p> <p>Presbytery Mission Support Convenors ensure all grant recipients have forwarded their previous year's audited (or reviewed) financial statements to the Conference Finance Minister.</p> |
| May | <p>Conference Finance Minister and Home Missions Chair participate in a National Mission Support Consultation teleconference.</p> |
| June | <p>Home Missions Committee meets to:</p> <ul style="list-style-type: none">• Review current Mission Support Grant applicants;• Identify broad issues;• Develop policy;• Receive training;• Review Committee membership;• Identify requests for "Unspents." <p>Unused portions of Mission Support Grant must be returned to General Council to become part of the Common Fund. (Conferences can keep up to \$5,000 of uncommitted balances. A Conference is to use its uncommitted balance before it can apply to the Common Fund.)</p> |
| July – September | <p>Mission Support Grant application forms, with supporting documentation, are distributed to potential and present Mission Support Grant recipients by the Conference Finance Minister.</p> <p>Presbytery Mission Support Convenors work with ministries to interpret the Mission Support application forms and to ensure they are completed.</p> <p>Presbytery Mission Support Convenors work with ministries to plan maintenance and repair work to Real Properties.</p> <p>Presbytery Mission Support Convenors consider requests from Mission Support Grant recipients for "Unspents" requests</p> |
| September 15 | <p>Unused portions of Mission Support Grant must be returned to General Council to become part of the Common Fund.</p> |
| September – October | <p>Presbytery Mission Support Convenors present recommendations to their presbyteries, with supporting documentation.</p> <p>Presbyteries make decisions regarding the applications and send applications, along with recommendations, to the Conference Finance Minister.</p> |

Mission Support Grant Application checklist

- 2014 Budget
- 2013 Budget
- Financial Statements
- Balance Sheet
- Income Statement
- Charitable Status registration #
- Congregation signature
- Presbytery signature
- Personnel information table

- October 15 Presbytery decisions are all received by Conference Finance Minister.
Proposals for “Unspents” are all received by Conference Finance Minister.
Real Property Maintenance application forms are all received by Conference Finance Minister.
- October 31 Unused portions of Mission Support Grant must be returned to General Council to become part of the Common Fund.
- October - November Conference Finance Minister ensures all documentation is in place.
All applications and proposals are shared with the Chair of Home Missions.
Conference Finance Minister and Chair review all applications and proposals, compile information, identify issues, and prepare a report (with recommendations) for the Home Missions Committee.
Home Missions Committee meets to make decisions on:
 - Mission Support Grant applications;
 - Real Property maintenance and repair applications;
 - Allocation of “unspents.”
 - Thomas Crosby FundThe Conference Finance Minister forwards all approved applications with information pertaining to mission unit personnel to the General Council office, Support to Local Ministries Unit.
Presbytery Mission Support Convenors report decisions to Mission Support Grant applicants in their presbytery.
- December 15 All MSG amounts in a Conference unused balance will revert to the Common Fund as of December 15 each year.