BC Conference: The United Church of Canada
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ProVision Fund

BC Conference

Application

General Instructions

- Grant applications will be received at any time. Applications received before the 5th of the month should be processed within that month except in July, August and December.
- 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 – BC Conference
Grant Criteria

The "ProVision Fund: BC Conference" is one of a 'family' of ProVision Funds that provide monies to be used in projects throughout the Conference. Presbyteries that have their own ProVision Funds are: Comox-Nanaimo, Fraser, Vancouver-Burrard, Victoria, and Westminster. This Conference Fund is available to those in Presbyteries that *do not* have their own ProVision Fund: Cariboo, Kamloops-Okanagan, Kootenay, Prince Rupert, and Vancouver South. Over the course of each year effort will be made to distribute grants fairly throughout the five presbyteries.

This Fund replaces the Conference's "Van Dusen Fund" as a source for grants to local projects.

Total monies available from this Fund are expected to be approximately $50,000 annually. Applications to this Fund are expected to be substantial in amount but not so large as to limit the consideration of other worthy proposals. It is assumed that grants will likely fall within the range of $2,000 to $15,000.

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

- Research and analysis of present local (BC)church life in society;
- The fostering or creation of vibrant new forms of ministry;
- Training and/or support of church leadership;
- The promotion of multicultural and intergenerational ministries;
- The development and establishment of community-based ministries (possibly partnering with other agencies).

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;
- Good management of finances, staff and/or volunteers;
- Cooperation among congregations or other groups;
- Broad support from the church and, if appropriate, the community.

Application for funding can come from groups within the Conference who are located in a Presbytery that does not have an existing ProVision Fund (Cariboo, Kamloops-Okanagan, Kootenay, Prince Rupert, Vancouver South). These groups are:

- Presbyteries, Presbytery Executives, Presbytery Committees;
- United Church congregations;
- ministries recognized by Presbytery as United Church ministries;
- United Church societies;
- *Ad hoc* groups (ie. United Church-related groups that are formed to carry out a particular project).

Accountability for the use of grants shall be governed by the following:

- A plan for the project its operations and assessment will be required;
- Financial reporting shall be made available at predetermined times and upon request;
- Regular evaluation of the project at predetermined times.

Other

- Applications shall have been approved by the governing body of the submitting group.
- *Ad hoc* groups *(ie.* those with no governing body) shall include with their application a letter of support from the governing body of a supporting congregation or Presbytery.
- Multi-year financial grants or commitments are permissible.

Grants Committee

- Grant requests shall be received, evaluated and granted by the Conference Grants Committee.

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:

   BC Conference 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.

Part One: Organization Details

Contact Information

Name of Organization/Group	
Primary Contact Person	
Mailing Address	
City / Province / Postal Code	
Presbytery	
Daytime Phone	( ) **Fax:** ( )
Email	
Web Page	
Charitable Registration No.	*A charitable registration number is necessary in order to receive a grant.*

Project Leadership

Name	Designated Role(s)

Part Two: Project Overview

Project Title:	

Is this a new project?	❒ Yes ❒ 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 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: ☐	Comments:
Application Not Approved: ☐	Comments:
Signature of Chair or Secretary:	
Meeting Date:	