



# Victoria Area ProVision Fund Application Form

## Additional Criteria and Procedures

Prior to delving into planning your proposal, you are urged to discuss it's general direction and suitability with the Chair of the comittee:

Chair

Stephen Tyler

[adaptive@telus.net](mailto:adaptive@telus.net)

### Grant Criteria for Victoria Area

The overall objective of this Fund is that it be available to make grants to proposals to revitalize mission and engage a paradigm shift for being the church in the coming years. It is particularly concerned with being able to make large grants for proposals of a transformative nature. Therefore, the Fund has both a **Small Grants** category ( to provide funding to assist with small projects up to \$10,000); and a **Large Grants** category (\$10,000 up to \$200,000) to provide funding for longer term, new, paradigm-shifting, innovative, ministry projects. The intention is to have up to 75% of funds available annually for Large Grants and 25% for Small Grants.

### Criteria for Small Grants

Applications for small grants should meet the General Criteria on the Pacific Mountain Region ProVision introductory pages. Small grants are especially intended to address these specific requirements:

- Test new ideas or engage new partners;

- Help small projects that are either unique in approach or that propose to combine existing ministries or partners in new ways;
- Provide opportunities for transferable learning to others in The United Church

No capital expenses are allowed for these Small Grants.

Applicants should explain briefly how their proposal responds to one or more of these criteria.

### Criteria for Large Grants

- Grants are available to support applicants who have discerned a Vision/Mission to which God is calling them and are mobilizing resources to meet that Vision. **Proposals will be considered if the intention is towards transformative change.**
- Proposals must clearly demonstrate a paradigm shift in the direction of a ministry or for maintaining ministries in decline or for maintaining survival strategies.
- This Fund is intended **primarily to fund large ministries** ( requiring \$10,000 to \$200,000).
- Applications should demonstrate a grasp of the current gifts and challenges facing The United Church and offer a genuine attempt to face these challenges. Successful applications will offer hope for a transformational United Church ministry.
- Applications can be for **capital expenditures and/or new or revitalized ministries.**
- Applications for large grants will require a **full financial plan** and a disclosure of both assets and current trends in giving.
- It is recognized that significant change requires significant risk. Proposals need to show a faithful balance between the sustainability of the ministry and the size of the risk undertaken.
- An application should consider how transferable learning could benefit The United Church in the Victoria area and beyond

### You will need to provide the following, which can be uploaded with your application form (as pdf or doc):

- Proposed Expense and Income Budget
- Letters of Approval and/or Support. \*

**Letters of Approval and/or Support are Important** *(NOTE - Requirements vary depending on whether your application is from a Community of Faith, a Cluster or a Network.)*

- **If a Community of Faith or Ministry is applying**, the Application must include a letter from an official stating that the **governing body** (e.g. the Board or Council) has reviewed

the complete proposal and approved it. The extent of local financial support should be included in the Income budget.

- **If a Cluster is applying**, letters of approval from the governing body (e.g. Council or Board) of at least two of the Communities of Faith participating should be included in the Application. The extent of local financial support should be included in the Income budget.
- **If a Network is applying**, then at least **two substantial letters of support from persons knowledgeable and experienced** in the field of interest should be included with the Application. The extent of local financial support should be included in the Income budget of the proposal.

**How will you be applying as a United Church: \***

- Community of Faith or Ministry
- Cluster
- Network

**Are you applying for a Victoria Area small or large grant: \***

- Small Grant (up to \$10,000)
- Large Grant (over \$10,000 up to \$200,000)



## Victoria Area Application

Application Form

**Large Grant** - (over \$10,000 up to \$200,000)

**Small Grant** - (up to \$10,000)

**Initial Information**

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**a) Name of Community of Faith, Ministry, Cluster or Network applying for a grant \***

Max 80 characters

**b) Name of Proposed Program / Ministry / Project \***

Max 50 characters

**c) Brief (one or two sentences only) description of the proposal \*****d) Date to be funded \***

Start date

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End Date

**e) Is this a new project? \*** Yes No**e.1) If "No", has this program received previous funding from ProVision?** Yes No**e.2) And if so, previous grant number****f) Name of main contact**

First Name

Last Name

**f.1) Main contact person address \***

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

**f.2) Main contact email. \***

exemple@test.com

**g) Name and email address of one other person on the organizing group/committee \*****h) Charitable Registration Number (no grant can be made without this information) \*****i) Amount of ProVision grant requested \*****Project Details**

**1) Provide a brief statement outlining the context for the proposal. This should describe your Community of Faith, Ministry, Cluster or Network and the faith commitment for this ministry.**

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**2) Provide a clear statement of the measurable goals of the proposed program or ministry. \***

**3) Outline your plans to achieve these goals. \***

**4) How does your proposal meet the criteria for a Small Grant from the fund?**

**5) Describe the ways in which this proposal will affect and/or coordinate with other aspects of the life of your Community of Faith. \***

**6) Outline the plan you have for measuring the outcomes of your program/ministry. \***

**7) If there are other community groups involved in the program, describe their involvement.** \*

**8) Upload your proposed Budget including both Income and Expenses (PDF or doc) \***

Select File(s) to be Uploaded

**9) Application Support - As per Criteria listed in Application Basics, upload a letter from your Community of Faith's governing body (Council or Board), as well as supportive letters from associates in the church and/or the community. Letters of support should only be submitted by those who have read both the Fund's criteria and your full proposal. (PDF or doc) \***

Select File(s) to be Uploaded

**1) Ministry Vision - Describe the vision for the proposed ministry and the process of discernment that led to it. \***

**2) Goals - What are the principal goals of the proposal and what are the measurable objectives? \***

**3) Transformative Change - How does your proposed ministry address the criteria for transformative change? \***

**4) How does your proposal meet the criteria for a Large Grant from the fund?**

**5) Implementation plan - Indicate briefly how your ministry will achieve its goals and objectives including a timeline. \***

**6) Ministry Context - How does this ministry address both the challenges and opportunities facing the United Church and how does it address your Community of Faith situation? \***

**7) Ministry Distinction - Identify aspects of this ministry proposal which make it especially worthy of financial support (exciting, attractive, unusual, etc). \***

**8) Evaluation - Briefly outline your evaluation plan to assess measurable outcomes. \***

**9) Income and Expenses Budget - Upload a detailed ministry budget showing all sources of proposed income and all categories of proposed expenditures. (PDF or doc) \***

Select File(s) to be Uploaded

**10) Future Funding - Briefly indicate your plans for future funding of this ministry if it is expected to continue beyond the dates indicated. \***

**11) Additional Documents - Upload a copy the previous year's annual report of your Community of Faith, and financial statements of the previous two years including income/expenses statements. (PDF or doc). \*\*Uploaded files can be removed from your application by hovering your mouse over the uploaded file name and clicking on the "X". \***

Select File(s) to be Uploaded

**12) Application Support - As per Criteria listed in Application Basics (section F), upload a letter of support from your Community of Faith's governing body, as well as supportive letters from associates in the church and/or the community. Letters of support should only be submitted by those who have read and approved both the Fund's criteria and your full proposal. (PDF or doc). \*\*Uploaded files can be removed from your application by hovering your mouse over the uploaded file name and clicking on the "X". \***

Select File(s) to be Uploaded

**13) Do you have an additional comment you would like to share with the committee that will be reviewing your Application?**

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## Victoria Application

Check List

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**Please check that all the following steps have been completed \***

- Read Grant Application Basics
- Read the five points that outline the purpose of the fund and my application meets one or more of these purposes
- Letters of Approval and/or Support are included
- Proposed Expense and Income Budgets are included
- Form has been completed

Submit



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*\* Sections marked with an asterisk must be completed before submitting.*