



Comox-Nanaimo Area - ProVision Fund Application Form

Additional Criteria and Procedures

If you have questions either about your proposal or the Application form and process prior to submitting your Application, you may contact the chair of the Comox-Nanaimo Area ProVision Fund Committee

Chair	Anne Ward		eanneward52@gmail.com
Secretary	Gordon How	(778) 839-4408	ghow@shaw.ca

The Comox-Nanaimo Area has **two categories** of ProVision Grant, one for larger projects and one for small projects of less than \$2000. If you are wanting a grant of less than \$2000 see the Small Projects section below. If you are applying for a larger grant over \$2000, proceed to the application form.

Small Projects

The Comox-Nanaimo ProVision Fund includes a Small Project category for individuals grants up to \$2,000. The total annual budget for Small Projects is \$12,000. These grants can be made at anytime by the ProVision Committee Chair in consultation with one other committee member.

To apply, contact the Chair of the ProVision Committee to obtain a special application form.

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: *


- Community of Faith or Ministry
- Cluster
- Network



Comox-Nanaimo Area Application

Application Form

Initial Information

 Print This Page

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



. *

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 ProVision grant number

f) Name of main contact person *

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.

*

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

3) Outline your plans to achieve these goals. *

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

5) Outline the plan you have for measuring the outcomes of the program/ministry. *

6) If there are other community or church groups involved in the program, describe them and their involvement. *

7) Income and Expenses Budget - Upload a detailed ministry budget showing all sources of proposed income and all categories of proposed expenditures. (preferably 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

8) 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. (preferably 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

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

Comox-Nanaimo Application

Check List

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

