

**SAMPLE**  
**Diocesan Synod of Fredericton**  
**Grant and Loan<sup>1</sup> Application Form**

**Section 1 – Identity of Applicant**

- 1.1 Name of Applicant Parish of Timbuktu  
(parish, institution, organization, etc.)
- 1.2 Street Address 123 Sky Street
- 1.3 City, Province, Postal Code Boone, NB E0G 3X7
- 1.4 Applicant's Phone Number 506-111-7777
- 1.5 Charitable Business Number 125456789R0001
- 1.6 Parish/Mission Timbuktu
- 1.7 Contact Person Steve Markum
- 1.8 Contact Person's Email Address steve@mymail.ca
- 1.9 Contact Person's Phone Number 506-111-3030

**Section 2 – Ministry Context**

- 2.1 Briefly describe the parish or organization and the community served. What is your mission? Submit this on a separate page.
- 2.2 How will the project meet a challenge in your Parish? It will allow us to serve seniors in our community
- 2.3 Total revenues from all sources in the last year. \$100,001
- 2.4 If you are applying as a parish:
- How many congregations or points are there? 1
  - What is your average attendance on a Sunday? 35
  - How many identifiable givers do you have (total)? 29
- How many of these are on E-offering? 9

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<sup>1</sup> Currently the Diocesan Synod of Fredericton does not provide loans however, a recommendation to apply to the Anglican Foundation of Canada for a loan may be made.

### Section 3 – Description of Project

3.1 Project Name Soup for Seniors

3.2 (a) Funding Source:

- The Diocesan Synod of Fredericton (DSF)  
 The Anglican Foundation of Canada (AFC)\*

\*Please note that AFC applicants must be current donors to the Anglican Foundation. As well, this request must be evaluated within the Synod's annual allotment of three applications to the Anglican Foundation. Your request, if approved by the Synod, may be held for submission for the September application deadline. An AFC application is required to be completed if approval is provided to apply.

3.2 (b) Which category best describes the project?

- Innovative Ministry  
 Diverse Infrastructure  
 Theological Education and Formation  
 Other

3.3 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?
- Whom will the project benefit? How does this align with the Five Marks of mission? 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 Finance Committee assess your project: photos, architectural drawings, mission statements, and other relevant information.

### Section 4 – Project Budget & Financial Information

- 4.1 Application type  Diocesan Synod Grant  
 Anglican Foundation of Canada Grant  
 Anglican Foundation of Canada Loan

4.2 (a) Amount of grant requested \$1,500

(b) (DSF Grants) Are you applying for a: Single year grant  or Multi-year grant

(c) If multiple-year grant, please indicate amount per year:

Year One \_\_\_\_\_

Year Two \_\_\_\_\_

(d) If the Synod cannot commit to a multi-year grant, would you consider a single year grant?  Yes  No

- 4.3 If not able to provide a grant, would you apply for an AFC loan?  
 Yes  No

4.4 Amount of loan requested \_\_\_\_\_

- 4.5 Provide a project budget. (Multi-year funding, please outline your multi-year budget). Submit on a separate page.
- Show a list of all expenses, indicating the portion that AFC funding would cover.
  - Show all revenues, including pledges, other grants for which application has been made, and donations in kind of property, labour, or materials. Please note AFC funds programs up to 50%. In addition, 50% of the total project budget, not including any requested portion from AFC, must be raised or accounted for at the time of the application.
- 4.6 Provide complete financial statements for the applicant.

## Section 5 – Letters of Support

- 5.1 Provide 2 letters of support listed below:
- Territorial Archdeacon, indicating the need and benefits of the project
  - Parish Vestry, including the wording of the motion that approved the applicant’s submission, as well as the date of the meeting
  - Any other letters of support that may be relevant to the application

## Section 6 – Completion

### Section 7 – Authorization

- 7.1 Please have two signing officers of the Parish and the Incumbent or two signing officers of the Parish and the Vestry Clerk sign below:

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

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## Additional Pages:

### Section 3.4

*What we want to do and why?*

Our parish wants to become a welcoming, central facility within our area, one that will help our neighbours in need and be available to all. **Soup for Seniors** will provide lunch, once a week, for seniors in our neighbourhood. As well as providing a nourishing meal, it will provide some socialization for folks who are living alone or who aren’t able to get out much.

*Whom will the project benefit?*

Although all seniors are welcome, we recognize that seniors living alone may not be as likely or as able to cook a nourishing meal. Providing socialization is very important in today’s world. Additionally, we would like to provide opportunities for these folks to do meaningful work that will assist other. Ideas include having them help pack meal kits to be distributed to those in need in our area.

*Timeline?*

We would like to start this up in September and hold it once per week after that.

*Stakeholders/Partners?*

We have had initial discussions with a local school who would like to have some students involved with the making or serving the meal or assisting with an outreach component.

*Other?*

This would allow us to make better use of our industrial kitchen.

**Section 4.5**

We expect this budget to provide a weekly meal for six months. We have faith that parish and community support will allow the program to continue once the benefits become obvious.

Soup for Seniors

Budget

Revenue:

Donations from Parishinors	800
Synod Grant	1,500
School Fund-raiser	200
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	2,500

Expenses:

Ingredients	1,800
Napkins/ tablecloths, etc.	300
Items for outreach projects	400
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	2,500