



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

Completed submission should be directed to [Finance@diofton.ca](mailto:Finance@diofton.ca), Attention Susan Dickie

### Section 1 – Identity of Applicant

- 1.1 Name of Applicant \_\_\_\_\_  
(parish, institution, organization, etc.)
- 1.2 Street Address \_\_\_\_\_
- 1.3 City, Province, Postal Code \_\_\_\_\_
- 1.4 Applicant's Phone Number \_\_\_\_\_
- 1.5 Charitable Business Number \_\_\_\_\_
- 1.6 Parish/Mission \_\_\_\_\_
- 1.7 Contact Person \_\_\_\_\_
- 1.8 Contact Person's Email Address \_\_\_\_\_
- 1.9 Contact Person's Phone Number \_\_\_\_\_

### 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 In what year was your organization established? \_\_\_\_\_
- 2.3 Total revenues from all sources in the last year. \_\_\_\_\_
- 2.4 If you are applying as a parish:
- How many congregations or points are there? \_\_\_\_\_
  - What is your average attendance on a Sunday? \_\_\_\_\_
  - How many identifiable givers do you have (total)? \_\_\_\_\_
- How many of these are on E-offering? \_\_\_\_\_

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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 \_\_\_\_\_

3.2 Funding Source:

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

\*Each diocese may submit a total of four Category A or Category B applications for regular grants or loans per calendar year. No more than three applications may be for Diverse infrastructure. A maximum of two applications per diocese will be considered at a single application deadline.

Alternatively, each diocese is eligible to submit one Category C grant application per calendar year, which replaces the eligibility for Category A or B grants.

Theological colleges may submit one application for a Category A or Category B grant or loan per calendar year.

3.3 Which category best describes the project?

- Diverse Infrastructure  
 Community Ministries  
 Leadership & Education  
 Indigenous Ministries  
 Sacred Music & Liturgical Arts

3.4 Description of the project. Submit this on a separate page.

- What do you want to do, and why?
- Describe the expected outcomes and impact.
- Provide the start, execution, and completion dates.
- Identify the project stakeholders and partners.
- Include other relevant materials that will help the committee assess your project.

3.5 For **Diverse Infrastructure** projects:

- AFC will consider traditional infrastructure projects.
- AFC and DSF support projects that are accessibility improvements, and green initiatives.
- DSF will consider infrastructure projects that create an environment that will enhance the recruitment of clergy, meet specific ministry needs in locations where financial concerns are an issue, and address one or more of the Five Marks of Mission.
- Include 3 quotes for construction/materials involved and indicate which is the successful supplier. If this is not possible, explain why.
- Proof of fire insurance will be provided by the Synod Office.

3.6 For **Community Ministries** projects:

- Describe how this project will meet a need that is currently not being met through other local non-profit organizations.
- If this is an ongoing initiative, describe the plan for sustainability, including funding sources and support.

3.7 For **Theological Formation** projects:

- AFC provides funding for experimental formation programs. If this is an ongoing initiative, the plan for sustainability, including funding sources and support must be outlined.
- Describe how this project will meet a need that is currently not being met through regular theological education/formation programming currently available.

3.8 For **Indigenous Ministries** projects:

- Describe how this project will meet a need that is currently not being met through other local organizations, and how it will contribute to the physical, intellectual, emotional, or spiritual well-being of Indigenous communities in Canada.
- Identify the Indigenous people involved in project development, planning and implementation.
- If this is a ongoing initiative, describe the plan for sustainability, including funding sources and support.

3.9 For **Sacred Music & Liturgical Arts** projects:

- Describe how this project will contribute to the life of the church through music and the arts in your local context.
- Describe the experience and qualifications of the artists/groups involved. Include artists CVs, portfolio samples, links to video or music content, etc.

3.10 For **Other** projects:

- DSF will consider funding for mission projects that do not fit within the other categories.
- Describe how the initiative or project meets a need and aligns with ministry development, prayer, education and training or with the Five Marks of Mission.

## Section 4 – Project Budget & Financial Information

4.1 Application type

- Diocesan Synod Grant
- Anglican Foundation of Canada Grant
  - Category A – up to \$5,000 (no matching funds required)
  - Category B – up to \$15,000 (50% matching funds required)
  - Category C – up to \$50,000 (matching amount discretionary)
- Anglican Foundation of Canada Loan

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- 4.2 a) Amount of grant requested. \_\_\_\_\_
- b) (DSF Grants) Are you applying for a: Single year Grant \_\_\_\_ Multi-year Grant \_\_\_\_
- c) If multiple-year grant, please indicate amount per year:
- i. Year One \_\_\_\_\_
- ii. Year Two \_\_\_\_\_
- d) If the Diocese 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 AFC 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 to which application has been made, and donations in kind of property, labour, or materials. Please note AFC funds Category B grants of \$15,000, 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 (grants over \$5,000).

**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**

Note that upon completion of the project you must:

- Provide an accounting for expenditures.
- Return any unused funds.
- Indicate how the successful completion will be celebrated.

**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.**

_____ Signature	_____ Signature	_____ Signature
_____ Print Name	_____ Print Name	_____ Print Name
_____ Title	_____ Title	_____ Title
_____ Date	_____ Date	_____ Date

**Synod Routing and Approval**

Property Committee (for infrastructure projects)

Recommended    Not Recommended    N/A   Date:

Finance Committee

Recommended    Not Recommended   Date of motion:

Diocesan Council (for Anglican Foundation projects)

Approved    Not Approved   Date of motion:

Bishop of Fredericton

Approved    Not Approved   Date:

**Project Closure**

Applicant confirmation that project is complete   Date:

Treasurer confirmation that unused funds returned to the diocese (for DSF projects)   Date:

**Excerpt from the Anglican Foundation of Canada**

Each diocese, ecclesiastical province, and General Synod may submit a total of four Category A or Category B applications for regular grants or loans per calendar year. No more than three applications per year may be for Diverse Infrastructure.

A maximum of two applications per diocese will be considered at a single application deadline.

Alternatively, each diocese is eligible to submit one Category C grant application per calendar year, which replaces the eligibility for Category A or B grants.

Theological colleges may submit one application for a Category A or Category B grant or loan per calendar year.

**Category A Grants**

Up to \$5,000 — grant may comprise 100% of the project budget

**Category B Grants**

Up to \$15,000 — grant may not exceed 50% of the project budget

**Category C Grants**

Up to \$50,000 — grant may comprise more than 50% of the project budget, at the Board's discretion

**Grant Application Checklist**

- I have the approval of my Diocesan Council in writing.
- I have the approval of my Diocesan Bishop in writing.
- I have all signatures requested on the final page of the application form.
- I have 50% matching funding (required for Category B grants of up to \$15,000)
- I have prepared a detailed budget.
- I have financial statements for the organization.
- I have proof of fire insurance (for Diverse Infrastructure grants).