

OBTAINING FINANCIAL ASSISTANCE

From time-to-time a Parish, Mission, Camp, etc. may require additional funding for a special project or temporary relief to recover from a financial situation. In some instances, the Synod may be able to assist using one of these options:

- Shared Ministry relief,
- A Synod grant,
- Permission to apply to the Anglican Foundation of Canada for a loan or grant (See [Policy A-1 Request for Application to the Anglican Foundation](#)).

Shared Ministry Relief

Partial or complete relief from the annual Shared Ministry assessment may be appropriate when a parish:

- Is struggling financially and has a plan to turn their finances around.
- Needs temporary assistance funding operational costs that include an existing missional project.
- Has significant one-time building maintenance requirements (e.g., roofing).

To be eligible for Shared Ministry relief the parish must:

- Complete a [request](#), which will require:
 - A description of the situation and the financial need (sample in Appendix A),
 - A plan of how the parish will recover financially (sample in Appendix B),
 - A summary of current programs and activities funded in whole or part by the parish,
 - Detail of any financial investments to which the parish has unrestricted access,
 - Numbers of full-time and part-time staff, total compensation (including benefits and payroll taxes) and a list of job titles,
- Provide both prior year and current year-to-date financial statements (Income Statement, Balance Sheet),
- Provide a budget for the next year that supports the recovery plan.

Typically, Shared Ministry relief will be for only one year. In special cases it may be determined that multi-year relief with an associated recovery plan will be appropriate. In this case, a progress report must be submitted to receive the next year's relief.

Diocesan Synod Grant

A Synod Grant may be available to assist with an opportunity that presents itself but which is beyond the current means of a parish or other applicant. The maximum amount awarded is \$15,000. All things being equal, priority for funding will be given to those applicants that have not been awarded a grant in the last five years.

Synod Grants may be awarded when a parish requires assistance with:

Innovative Ministry (projects which are new, different, and creative in your ministry context and/or for the wider church). Examples include:

- The start-up of a missional initiative,
- Renovations to accommodate missional initiatives,

- Seed funding for a new position.

Diverse Infrastructure (both sacred space and/or the physical facilities that are used for ministry). Examples include:

- Green initiatives,
- Accessibility improvements.

Other (a special project). Examples include:

- Memorial plaque to commemorate a closed parish.
- Replacing a steeple cross with a one made from a material that is more easily maintained.

Grants are not given for long-term unaddressed maintenance except in extraordinary circumstances.

To be eligible for a Synod Grant the parish must:

- Complete a [request](#) (sample in Appendix C), which will require:
 - A description of the initiative,
 - A project timeline,
 - A project budget including income and expenses,
 - A record of Vestry approval,
 - A recommendation by the Territorial Archdeacon,
 - A completed application to the Property Committee where relevant (see [Policy A-3 Disposition of Real Property and Demolition of Buildings](#), [Policy A-9 Purchase of Real Property and New Construction and Renovation](#)).
- Provide detail of investments available to cover project costs. This would include unrestricted investments as well as restricted investments that can be applied to the project.

Multi-year Grants:

If funding is required for a second or further year(s), the applicant may re-apply with a progress report of activities completed or underway (referencing their original application).

Disbursement of Grants:

Typically grants will be issued in up to four installments.

Project Completion:

When the project is complete the applicant must:

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

Adopted
July 1999
Revised
September 2022