Notes for Use of Grant Application Forms:

The Ministry Project application form is intended to provide sufficient information for the diocese to make an appropriate allocation of funds and provide feedback to Executive Council who may wish to know how funds are being expended. It is not intended to assess the viability of any particular project other than ensuring the funds are used within the terms of reference of the fund category.

These forms are to be used for applications for ministry or educational projects. Capital projects are considered using a different process.

• Applications should be in writing. Only completed written applications will be considered.

* Applications are submitted to the Diocesan Administrator who will forward requests for support for educational programmes to the Education Grants Allocations Committee, which will summarize their recommendations for approval to Diocesan Executive Council. Other applications for ministry projects will be considered by the Finance and Property Committee which will forward their recommendations to the Diocesan Executive Council for consideration.
* All applications must be received by the Administrator **six (6) weeks** prior to the meeting of Diocesan Executive Council.
* Projects must be scheduled to start within 6 months of funding approval.
* Normally grants will not exceed the annual income available in the designated grant category. If an applicant is approved for a specific grant that will be reserved for expenditure at a later date in the year, the amount available for funding other projects in that calendar year and category will be reduced by the amount of the approved grant.
* An applicant may submit a letter of intent if the applicant plans to make a formal application for funds within a 6 month period. If the letter of intent is accepted in principle, equivalent funds will be earmarked for the consideration of the proposal in the subsequent year's budget.
* Certain projects may be funded for a period of up to 24 months from the date funding is approved. Allocating the funds over a two year period allows a larger project to be developed, implemented, and reviewed carefully. By spreading the funds over two years an applicant or the diocese has the ability to develop projects that might entail a more extended delivery period.

A specific process is no longer necessary for McKenzie Fund as the application for educational grants for individuals replaces any previous application.

**Accessing funds for specific ministry purposes from the Diocese of Moosonee**

**Parish Ministry Application**

Project/Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish Applying: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Process**

Complete as appropriate related to your request.

Application for funds shall be made in writing to the Diocese of Moosonee using the attached format.

Applications should be submitted 6 weeks prior to Executive Council meetings to be considered in the Fall and in the Spring of each year.

Applicants agree that any unused surplus that remains at the end of a project will be reported back to the diocese and may need to be returned.

The following information is required in the application:

**Details**

1. What is the purpose of the ministry project?
2. What are the start and end dates for the ministry project?
3. How will you measure the outcomes of the ministry project?
4. Who will directly oversee the ministry project?
5. Who will be involved in the ministry project?
6. Where will the ministry project be delivered?
7. How will the ministry project be delivered?
8. What is the budget?

Other information you wish to include.

**Accessing funds for Individual Education from the Diocese of Moosonee**

**Individual Educational Application**

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Applying: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full address for contact purposes (including full mail and email)

Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Process**

Application for funds shall be made in writing to the Diocese of Moosonee using the attached format.

Applications should be submitted **6 weeks** prior to Executive Council meetings to be considered in the Fall and in the Spring of each year.

Applicants agree that any unused surplus that remains at the end of a project will be reported back to the diocese and may need to be returned.

The following information is required in the application:

**Details**

1. What is the purpose of the request?
2. When are the funds required?
3. Please estimate costs and personal contribution?
4. Please describe personal and parish benefit
5. Do you anticipate other sources of funding?

Other information you wish to include which may be helpful to the application process.