

## **ST. DAVID'S UNITED CHURCH FOUNDATION OF CALGARY**

### **GUIDELINES FOR FUNDING REQUESTS**

The primary objective of the Foundation is the raising of funds through private and public donations in order to fund outreach programs and under certain conditions, major maintenance of St. David's buildings or properties, as outlined herein.

The income from capital and properties of the Foundation shall be utilized for the following purposes at such times as the Directors may determine or upon receipt of an acceptable request directed through the Church Council.

1. OUTREACH PRIMARILY WITHIN THE CITY OF CALGARY, including ministerial education, new programs within the Church, leadership training, conferences on major issues of concern, creative programming in Christian education, to support new congregational development in Calgary, and to reachout into the broader community with Christian undertakings as funds are available.

2. MAJOR MAINTENANCE TO THE BUILDINGS AND PROPERTIES OF THE CHURCH. Major maintenance means any expenditure in excess of \$5,000 needed to maintain the building and properties of the church in good working order.

Foundation funding of the Church is not intended to replace the open collection and envelope giving of the Church Members. Accordingly, Foundation funding shall not be used for such items as staff salaries, normal operating expense taxes, utilities and similar items that are incurred by the church on an ongoing regular monthly basis, or for capital renovations.

It is the intention that the capital raised by the Foundation shall continue to grow however it is to be maintained at a minimum level of \$100,000. Eighty percent of earned annual income will be disbursed each year.

The Foundation is desirous of providing seed money to assist in new programs being started. Priority will be given to those programs that benefit the maximum number of persons.

Ideally the request for funding should be submitted three months in advance to allow for processing through the Council and the Foundation. New long-term programs may receive seed funding for up to three consecutive years when they should be self-sufficient.

In order to maintain the profile of the Foundation, the Foundation's sponsorship should be recognized in any printed brochures and at the actual events.

**ST. DAVID'S UNITED CHURCH FOUNDATION OF CALGARY**

**REQUESTS FOR FUNDING**

(Name of Group, Committee, Organization or Individual)

Hereby requests funding assistance from the St. David's Foundation.

1) The primary purpose of these funds is for; (tick one)

Outreach primarily within the City of Calgary

A new program

Major maintenance to building and property of the church

Other

2) Please provide details in the space below of the program, course, event etc. including dates, length of activity, will it be a one time or an on-going undertaking, and what are the expected results or benefits. The more information provided will assist the Board of Directors in reaching a decision. (If more space is required attach additional sheets.)

3) Please provide a preliminary budget of anticipated expenditures broken down into components.

Total cost of program

Amount requested from St. David's Foundation

Will there be a charge for attending this event? If so, how much per person.

Note: Any unused portion of the funds should be returned to the Foundation for disbursement to other programs.

- 3) A brief report is to be submitted to the Foundation at the conclusion of the program or, if an on-going program at the end of each year, indicating the number of persons attending, benefits provided etc. In the case of property repairs a statement of completion of work is required.
- 4) Prior to submitting the request for funding to the Foundation, the Council of St. David's must be informed of the application and its objectives. After review by the Council the Application is to be forwarded to the church office who will ensure it goes to the Foundation for consideration.

Applicant/contact person:

Phone No.

Date:

Revised February 2004