

Application Form For Diocesan Grants And Loans

Diocese of New Westminster

Date: _____

Please check one: application for **grant** **loan**

Funding amount requested: _____ **Funding Period:** _____

Contact:

Name _____

Parish Name _____

Address _____

Phone Nos. _____

Email _____

1. What is the proposed initiative? Describe its essential components.

2. What needs will this initiative address? Be as specific as possible.

a) What do the needs look like now?

b) What will it look like when your initiative has addressed the needs? What has changed?

3. How does this support the mission of your parish/group/diocese?

4. What resources, personal or capital, is the parish or group prepared to contribute?

5. To which other granting bodies are you making an application for this project?

6. From which other granting bodies have you received funds for this project?

7. Please outline your evaluation and reporting plans.

PROJECT PLAN

When (Timeline)	What (Activity)	Who (Players)	How Much (Cost)

Signatures for application

Parish Initiatives:

Date: _____ Project contact: _____

Clergy: _____

Treasurer: _____

Warden: _____

Warden: _____

Warden: _____

Diocesan-Related Groups:

Date: _____ Project contact: _____

Chair/President: _____

Vice President: _____

Treasurer: _____

Diocesan Ministry Units:

Date: _____ Project contact: _____

Chair: _____

Application details

Please provide the application **and** the following documents for

Parish Initiatives:

1. your current parish budget
2. current year financial position at the time of your grant request compared to budget, i.e. nine, ten, or eleven months of operation
3. last year's financial statements, audited statements if available
4. the financial plan supporting your particular initiative, demonstrating your ability to support the initiative once funding expires and/or the ability to repay any loans contemplated
5. a completed Project Plan (see page 6)
6. any additional information deemed relevant to the application.

Please return one copy of your completed application and supporting documents to the Synod Office.

Diocesan Related Groups:

1. your current year's budget
2. current year financial position at the time of your grant request compared to budget, i.e. nine, ten, or eleven months of operation
3. last year's financial statements, audited statements if available
4. the financial plan supporting your particular initiative, demonstrating your ability to support the initiative once funding expires
5. a completed Project Plan (see page 6)
6. any additional information deemed relevant to the application.

Please return 10 (ten) copies of your completed application and supporting documents to the Synod Office.

Diocesan Units:

1. a completed Project Plan (see page 6)
2. any additional information deemed relevant to the application

Please return one copy of your completed application and supporting documents to the Synod Office.

E-mail application to:

scaparas@vancouver.anglican.ca

or mail application to:

Shailene Caparas, Interim CFO
Diocese of New Westminster
1410 Nanton Avenue
Vancouver, BC V6H 2E2

Questions? Please contact

Shailene Caparas, Interim CFO

Tel: 604 684- 6306 ext. 214

E-mail scaparas@vancouver.anglican.ca