



STANDING COMMITTEE ON MISSION GRANT APPLICATION FORM

INSTRUCTIONS Thank you for your interest in the Mission Committee Grants of the Diocese of Montreal. The following guidelines will assist you in the submission of your grant request.

The Standing Committee on Mission is mandated to coordinate, promote and facilitate the ministry and mission work of the Diocese. The committee funds a small number of projects in the Diocese each year that are directly tied to the priorities set out in **2020 Vision Plan**¹ and which embrace the **Five Marks of Mission**². Visit the Mission Committee's webpage at www.montreal.anglican.ca/mission-standing-committee/

Upon receipt of your application, the committee will review it to establish if the project also meets the following criteria:

1. Projects in the geographic area of the Diocese
2. Projects that are Anglican, or ecumenical with Anglican participation, that have direct links with the Diocese, or encourage involvement within the Diocese in ministry or mission.

It is important to note that funding will not be awarded to meet deficits projected or otherwise.

Guidelines

- Applicants must complete this Grant Application Form. Where practicable, applicants will be invited to make a presentation to the grants committee.
- A letter of support from a cleric or member of a parish corporation in the Diocese of Montreal is a welcome addition.
- Applicants should allow sufficient time for their grant requests to be processed. Requests which are incomplete, or which do not provide the information as required in the instructions will be referred back to the applicant.
- The Mission Committee will decline to award a grant after the fact. It is the applicant's responsibility to apply in sufficient time.
- Grant deadlines: 1st of each month, except for July and August.
- Grants will normally not exceed \$2000.
- Grants for any one project may be awarded for a maximum of three years. Funding for subsequent years (years 2 and 3) are subject to the project being resubmitted and these, if approved, will not exceed 75% of the original award for the second year and no more than 50% for the third year.
- It is essential that the budget you submit details all projected expenses as well as other sources of funding.
- Within 3 months of a grant being awarded, you will be required to submit a summary of how the funds have been used.
- Please send Grant Applications to: The Programme Office, Diocese of Montreal, 1444 Union Avenue, Montreal, QC, H3A 2B8 or by email to programme.office@montreal.anglican.ca. **No form is complete without the requested signatures at the bottom of page 3.** Applications sent by email will receive a confirmation of receipt, without such confirmation, we cannot guarantee that the application was received.

We welcome the opportunity to discuss your project with you. If you have any questions, or require further assistance, please do not hesitate to contact the Programme Office at programme.office@montreal.anglican.ca.

¹ The 2020 Vision Plan is available at <http://www.montreal.anglican.ca/2020-vision-plan/>

² The Five Marks of Mission can be found at <http://www.anglican.ca/help/faq/marks-of-mission/>



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SECTION 1		IDENTIFICATION		<i>Cheques will be issued in the name of the applicant</i>	
Name of Applicant		Name of Project			
Contact Person (if applicable)		Area Code	Telephone		
Contact Person's address Civic number Street		City	Postal Code		
Website		Email			
Amount requested \$		Is this project <input type="checkbox"/> new or <input type="checkbox"/> continuing?		Expected Date of Completion YYYY MM DD <input type="checkbox"/> indefinite	
SECTION 2		PROJECT PROPOSAL			
1. A description of the project and its projected term					
2. A brief assessment of the need for your project, and how you assessed that need					



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3. Explain, if applicable, how this project is connected to the Diocese

4. Quantifiable goals and objectives of the project, with a means by which the success of the project may later be assessed

5. For projects that are an indefinite term, a projection of how ongoing resources will be supplied/sourced.

SECTION 3

FINANCIAL INFORMATION

Please include the following with your application:

A budget for the total cost of the proposed project including from where the balance of the funds are expected to come

SECTION 4

AGREEMENT AND SIGNATURE

On behalf of the applicant, of whom I am the authorized representative, I agree that the funds may be used only for the purposes outlined in the grant application. I further agree that we shall complete and return, within 3 months of receiving the funds, a summary of how the funds have been used and the extent to which the quantifiable goals and objectives of the project have been met. The Diocese may both edit and publish these reports.

Signature of authorized representative

Date

Office use only

Signature of parish priest or member of parish corporation