

For office use only:

Presented to the Committee on: _____ Status: _____



Diocese of New Westminster
ANGLICAN CHURCH OF CANADA

Application for Diocesan Grants and Loans

A separate Application Form must be completed for each project. Applicants should be aware that information collected is subject to confirmation. This Application Form is designed to be filled in electronically using the Adobe Acrobat Reader software. Please do not submit a paper copy. If you have any questions or require assistance in completing it, please contact the Synod Office by Phone: 604 684 6306 or Email: scaparas@vancouver.anglican.ca.

APPLICATION INFORMATION			
Project Name			
Parish/Group Name			
Application for ¹	<input type="checkbox"/> Grant	<input type="checkbox"/> Loan	<input type="checkbox"/> Both
Total Funding Requested ²			
Funding Start (MM/DD/YYYY)		Funding End (MM/DD/YYYY)	
PRIMARY CONTACT INFORMATION			
Full Name (PRIMARY CONTACT)			
Parish/Group Role			
E-mail address			
Telephone No.		Mobile No.	
SECONDARY CONTACT INFORMATION			
Full Name (SECONDARY CONTACT)			
Parish/Group Role			
E-mail address			
Telephone No.		Mobile No.	

PROJECT INFORMATION

1. What is the proposed project? Please describe its essential components (max. of 200 words):

2. What needs will this project address? Please be as specific as possible when responding to the questions below:

a. Describe the current context/problem/situation:

b. How will this project address the current context/problem/situation?

3. How will this project support/improve the mission of your parish or group?

4. What resources (monetary or physical) is the parish or group contributing toward the completion of this project?

5. Has an application for another grant or loan been made with another institution for the purposes of funding this project? If yes, who?

- No, we are submitting this request solely to the Diocese of New Westminster
 - Yes, we:
 - have applied
 - will apply
 - were approved
- } For a \$ _____ total grant loan both sponsored by this institution (s):
- _____
- _____

6. If you answered 'yes' to question #5:

a. Have funds already been received? If not, when will funds be received?

b. Please summarise any supporting information the application to the other granting body:

7. Should the grant/loan be approved, outline the evaluation and reporting plans:

ESTIMATED PROJECT PLAN

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

SUPPORTING DOCUMENTS INFORMATION

This application should be submitted with any supporting documentation that may help with the assessment process. Please provide the application **and** the following documents:

For all applicants:

1. current parish or group's budget
2. current year financial statements at the time of this 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 this particular initiative, demonstrating the ability to support the initiative once funding expires and/or the ability to repay any loans contemplated
5. a completed Project Plan (see page 4)
6. any additional information deemed relevant to the application.

ADDITIONAL INFORMATION

Please use the space below if there is anything else we should know:

In signing below, you state that you have read and understood the grant/loan policy.

Type your name: _____ Date: _____

Please complete and submit this form to: scaparas@vancouver.anglican.ca.

If you have any questions about the assessment process, please contact Shailene Caparas, Director of Finance at scaparas@vancouver.anglican.ca or call 604 684 6306 ext. 214.

¹ Applications for Loans and Grants for the funding of the same project and funding period can be combined in one form.

² If you are requesting a combination of a grant and a loan, please also specify how much are you asking for each type of funding.

This application should be submitted electronically.
There is no need to print this form.