

## APPLICATION FOR BUILDING/PROGRAM GRANT OR LOAN

### SECTION 1 – IDENTITY OF APPLICANT

✓ Please note that all applicants must be current donors to the Anglican Foundation.

- 1.1 Name of Applicant \_\_\_\_\_  
(parish, diocese, institution, organization, etc.)
- 1.2 Street Address \_\_\_\_\_
- 1.3 City, Province, Postal Code \_\_\_\_\_
- 1.4 Telephone Number \_\_\_\_\_
- 1.5 Contact Person \_\_\_\_\_
- 1.6 Email Address \_\_\_\_\_
- 1.7 Applicant's Website \_\_\_\_\_
- 1.8 Charitable Business Number \_\_\_\_\_
- 1.9 Diocese \_\_\_\_\_

### SECTION 2 – MINISTRY CONTEXT

2.1 Briefly describe your parish or organization and the community and people you serve.

2.2 In what year was your parish or organization established? \_\_\_\_\_

2.3 Total revenues from all sources in the last year. \_\_\_\_\_

2.4 If you are applying as a parish:

- How many congregations or points are there? \_\_\_\_\_
- What is your average attendance on a Sunday? \_\_\_\_\_
- How many identifiable givers do you have? \_\_\_\_\_

### SECTION 3 – REQUESTED FUNDING & PROJECT BUDGET

- 3.1 Application type     grant (maximum amount is \$15,000)  
                                   loan (maximum amount is \$100,000)
- 3.2 Amount of grant requested \_\_\_\_\_
- 3.3 Amount of loan requested \_\_\_\_\_
- 3.4 If AFC cannot provide a grant would you accept a loan?     Yes     No
- 3.5 Provide a project budget. Submit this on a separate page.
- Show a list of all expenses, indicating the portion that AFC funding would cover.
  - Show all revenues, including pledges, other grants to which application has been made, and donations in kind of property, labour, or materials. Please note that 50% of funding must be raised or accounted for at the time of the application.
- 3.6 Provide complete audited financial statements for the applicant.

### SECTION 4 – DESCRIPTION OF PROJECT & SUPPORT DOCUMENTATION

- 4.1 The Anglican Foundation of Canada seeks to increase Anglican presence by providing abundant resources for innovative ministries and diverse infrastructure projects across the Canadian Church. Which category best describes your project?
- Innovative Ministry  
 Diverse Infrastructure
- 4.2 Describe your project with as much detail as possible. Submit this on a separate page(s).
- What do you want to do, and why do you want to do it?
  - Who will the project will benefit? Describe the expected outcomes and impact.
  - What is the timeline for your project, and is there an expected completion date?
  - Who else is involved? Who are the project stakeholders and partners?
  - Please include other materials that will help the committee assess your project: photos, architectural drawings, mission statements, and other relevant information.
- 4.3 For Innovative Ministry projects:
- AFC provides seed money to help initiate projects. If this is an ongoing initiative, describe your plan for sustainability, including funding sources and support.
  - Describe how this project is going to meet a need that is currently not being met through other local non-profit organizations.
- 4.4 For Diverse Infrastructure projects, please include:
- Proof of adequate fire insurance in force on property, including the amount.
  - 3 quotes for construction/materials involved, and indicate which is the successful supplier. If this is not possible, explain why.

SECTION 5 – LETTERS OF SUPPORT

5.1 Provide 2 letters of support, listed below according to the type applicant.

- *Parishes, Deaneries, Dioceses, and Organizations under the auspices of the Diocese*
  - Letter from the diocesan bishop, indicating the need for and benefits of the project.
  - Letter from a representative of diocesan council, including wording of the motion that approved the application’s submission to AFC, as well as the date of the council meeting.
  
- *Ecclesiastical Provinces*
  - Letter from the Metropolitan, indicating the need for and benefits of the project.
  - Letter from a representative of Provincial Council, including wording of the motion that approved the application’s submission to the Anglican Foundation, as well as the date of the council meeting
  
- *Theological Colleges, Religious Orders, Institutions not under the Diocese*
  - Letter from the President, Dean, or Principal of the organization, indicating the need for and benefits of the project.
  - Letter from a representative of the Board of Directors or Governing Council, indicating the need for and benefits of the project

SECTION 6 – AUTHORIZATION

6.1 Have two signing officers and the head of your organization sign below.

**We certify that the appropriate authority has approved the submission of this application.**

Signature	Signature	Signature
Print Name	Print Name	Print Name
Title	Title	Title
Date	Date	Date