

## GRANT AND LOAN APPLICATION FORM

### SECTION 1 – IDENTITY OF APPLICANT

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

### SECTION 2 – MINISTRY CONTEXT

- 2.1 Briefly describe the parish or organization and the community served. Submit this on a separate page.
- 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 – DESCRIPTION OF PROJECT

3.1 Project Name \_\_\_\_\_

3.2 The Anglican Foundation of Canada seeks to foster Anglican presence by providing abundant resources for innovative ministry and diverse infrastructure projects and theological formation throughout the Canadian Church.

Which category best describes the project?

- Innovative Ministry
- Diverse Infrastructure
- Theological Formation

3.3 Description of the project. Please answer the following questions in order. Submit this on a separate page.

- 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 the project, including the expected start date, project execution date(s), and 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.

3.4 For **Innovative Ministry** projects:

- AFC provides seed money to help initiate projects. If this is an ongoing initiative, describe the plan for sustainability, including funding sources and support.
- Describe how this project will meet a need that is currently not being met through other local non-profit organizations.

3.5 For **Diverse Infrastructure** projects:

- Include 3 quotes for construction/materials involved, where possible, and indicate which is the successful supplier. If this is not possible, explain why.
- Provide proof of adequate fire insurance in force on property, including the amount.

3.6 For **Theological Formation** projects:

- AFC does not provide funding to administer regularly recurring curriculum for credit; however, it does accept applications for curriculum redevelopment projects or other experimental formation programs. If this is an ongoing initiative, describe the plan for sustainability, including funding sources and support.
- Describe how this project will meet a need that is currently not being met through regular theological education/formation programming currently available and how it will benefit the broader church.

## SECTION 4 – PROJECT BUDGET & FINANCIAL INFORMATION

- 4.1 Application type  Category A Grant: Maximum \$5,000 (no matching funds required)  
 Category B Grant: Maximum \$15,000 (50% match required)  
 Loan (maximum amount is \$100,000)
- 4.2 Amount of grant requested \_\_\_\_\_
- 4.3 Amount of loan requested \_\_\_\_\_
- 4.4 If AFC cannot provide a grant would you accept a loan?  Yes  No
- 4.5 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.
  - AFC funds Category B grants of \$15,000 up to 50% of the budget. The remaining 50% of your budget must be raised or accounted for at the time of the application.
- 4.6 Provide complete financial statements for the applicant.

## 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 a 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