

## 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 applicant organization and the community served. Submit this on a separate page.
- 2.2 In what year was your 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 provides assistance in the form of grants and loans at the discretion of its Board of Directors to projects that align with its mission statement “**to support ministries of the Anglican Church throughout Canada**” and with AFC’s funding impact zones.

Which funding impact zone best describes the project?

- Diverse Infrastructure
  - Community Ministries
  - Leadership & Education
  - Indigenous Ministries
  - Sacred Music & Liturgical Arts
- 3.3 Description of the project. Submit this on a separate page.
- What do you want to do, and why?
  - Describe the expected outcomes and impact.
  - Provide the start, execution, and completion dates.
  - Identify the project stakeholders and partners.
  - Include other relevant materials that will help the committee assess your project.
- 3.4 For **Diverse Infrastructure** projects:
- Include 3 quotes for construction/materials involved and indicate which is the successful supplier. If this is not possible, explain why.
  - Provide proof of fire insurance in force on property.
- 3.5 For **Community Ministries** projects:
- Describe how this project will meet a need that is currently not being met through other local non-profit organizations.
  - If this is an ongoing initiative, describe the plan for sustainability, including funding sources and support.
- 3.6 For **Leadership & Education** projects:
- Describe how this project will meet a need that is currently not being met through regular leadership training, theological education, or spiritual formation programming currently available.
  - If this is an ongoing initiative, describe the plan for sustainability, including funding sources and support.

3.7 For **Indigenous Ministries** projects:

- Describe how this project will meet a need that is currently not being met through other local organizations, and how it will contribute to the physical, intellectual, emotional, or spiritual well-being of Indigenous communities in Canada.
- Identify the Indigenous people involved in project development, planning, and implementation.
- If this is an ongoing initiative, describe the plan for sustainability, including funding sources and support.

3.8 For **Sacred Music & Liturgical Arts** projects:

- Describe how this project will contribute to the life of the church through music and the arts in your local context.
- Describe the experience and qualifications of the artists/groups involved. Include artist CVs, portfolio samples, links to video or music content, etc.

## SECTION 4 – PROJECT BUDGET & FINANCIAL INFORMATION

- 4.1 Application type  Category A – up to \$5,000 (no matching funds required)  
 Category B – up to \$15,000 (50% matching funds required)  
 Category C – up to \$50,000 (matching amount discretionary)  
 Loan – up to \$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 the date and wording of the motion that approved the application’s submission to AFC.
  
- *Ecclesiastical Provinces, General Synod, and Sacred Circle/ACIP*
  - Letter from the Metropolitan, General Secretary, or National Indigenous Anglican Archbishop indicating the need for and benefits of the project.
  - Letter from a representative of Provincial Council, General Synod management, or ACIP including the date and wording of the motion that approved the application’s submission to the Anglican Foundation.
  
- *Theological Colleges and Religious Orders*
  - Letter from the President, Dean, Principal, or head 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