

Northern Spirit Regional Council

FUNDING GUIDELINES

Mission Support Grants

1. The Northern Spirit Regional Council (NSRC) Executive shall appoint a standing Mission Support Committee authorized to consider and approve or reject applications for Mission Support Grants.
2. The Mission Support Committee shall establish criteria for approving or rejecting applications that reflect the priorities of the Region as expressed at the annual Regional Gatherings.
3. The Mission Support Committee shall, after the annual Regional Gathering, issue a call for applications for grants for the subsequent fiscal year.
4. The NSRC Executive shall, as part of the annual budget process, set the amount available for Mission Support Grants for the budget year.
5. Prior to the final NSRC Executive meeting of the current fiscal year, the Mission Support Committee shall meet to review the applications received and determine which should be approved.
6. If circumstances warrant, the Mission Support Committee may choose to set aside a portion of the budgeted amount to respond to appeals for funding later in the year.
7. The Mission Support Committee shall submit a report to the final Council Executive meeting of the year outlining its decisions.
8. The Mission Support Committee shall submit the list of approved grants to the Financial Administrator for disbursement at the beginning of the subsequent fiscal year.

Commissions and Standing Committees

1. The NSRC Executive may, from time to time, establish commissions and standing committees to carry out some aspects of the work of the Regional Council. These include (but are not limited to):
 - 1.1 Pastoral Relations Commission
 - 1.2 Property Commission
 - 1.3 Mission Support Committee
 - 1.4 Regional Gathering Planning Committee
 - 1.5 Nominations Committee
2. Each commission or standing committee shall, by September 30 each year, submit a detailed budget request for the next fiscal year. The budget should, as far as possible, include a description of the specific items for which funding is requested and the estimated cost of each.
3. The NSRC Executive will consider these budget requests in the preparation of the annual budget and will, to the extent possible or practical, honour them. Any adjustments to requested budgets will be made in consultation with the Chair of the commission or committee.
4. The committee or commission may reallocate their budget as needed among the categories in the original request. However, expenditures of more than \$500 on items not contemplated in the original request must be approved by either the Executive Minister or the NSRC Executive.
5. The work of these commissions and committees is important and the NSRC is committed to providing sufficient funds to carry out this work. However, if significant cost overruns (more than 25% of the original budget) are expected, the Chair must advise the NSRC Executive as soon as possible to enable the Executive to consider the matter.

Task Groups

1. The NSRC Executive may, from time to time, find it necessary to establish task groups for specific, time-limited purposes.
2. At the time a task group is formed, the NSRC Executive will authorize a budget for that committee for each fiscal year during which it is expected to operate.
3. The annual budget will include provisions for all existing task groups.
4. Funding for new task groups will be considered unbudgeted expenditures in the current fiscal year.

Other funding requests

1. The NSRC Executive may, from time to time, receive requests to provide funds for purposes not contemplated in the annual budget.
2. The primary criterion for approving these requests is that expenditure fulfills a need or priority identified by the Region that is not already being adequately met.
3. The Executive Minister is authorized to approve such requests up to \$1,000.
4. Requests for more than \$1,000 must be approved by the Council Executive.
5. If the Executive approves the request, it must also designate the source of the funds:
 - 5.1 Uncommitted funds from the Mission & Ministry portion of the General Council Grant.
 - 5.2 Mission Support Grants (if the event meets the criteria established for those grants).
 - 5.3 Internally restricted reserves (if the event satisfies the criteria established for those reserves).
 - 5.4 Operating reserves.

Events

1. Annual Regional Gathering
 - 1.1 The annual regional gathering will be funded from the Governance & Shared Services portion of the General Council Grant.
 - 1.2 A Regional Gathering Planning Committee shall be established each year to plan the regional gathering in the next fiscal year.
 - 1.3 The Planning Committee will submit, prior to the final NSRC Executive meeting of the year, a budget that includes:
 - 1.3.1 The estimated expenditures, by category, for the next regional gathering.
 - 1.3.2 Any anticipated recovery of costs (e.g. through fees charged to cover meals, etc.).
 - 1.3.3 The estimated costs to be incurred by both the Planning Committee throughout the next fiscal year (related to both the current regional gathering and the next one).

2. Other recurring events
 - 2.1 The NSRC may choose to establish other recurring events (whether on an annual basis or on some other schedule) which promote the mission and values of the Regional Council. Alternatively, the NSRC may choose to support recurring events put on by other entities which the NSRC feels are consistent with the priorities of the Regional Council.
 - 2.2 Funding for these events will come from the Mission & Ministry portion of the General Council Grant.
 - 2.3 If the event is established by the NSRC, a Planning Task Group shall be struck for each occurrence of the event.
 - 2.4 The Planning Task Group or other entity responsible for the event will submit, prior to the final NSRC Executive meeting of the year, a budget that includes:
 - 2.4.1 The estimated revenues and expenditures, by category, for any event planned for the next fiscal year.
 - 2.4.2 Any anticipated funding from other sources.
 - 2.4.3 Where applicable, the estimated costs to be incurred by the Planning Task Group.

3. One-time or special events

- 3.1 The NSRC may be asked, from time to time, to fund one time or special events. On receiving such requests, the NSRC Executive will:
 - 3.1.1 Consider whether the planned event fulfills one or more of the identified needs or priorities of the Regional Council.
 - 3.1.2 Consider whether those needs or priorities are already being adequately addressed by other work of the Regional Council.
 - 3.1.3 If the NSRC is being asked to either put on the event directly or provide staff or volunteer assistance to the event, consider whether those resources are available.
 - 3.1.4 Consider whether the NSRC has sufficient financial resources available to fund the event.
- 3.2 If the NSRC Executive feels the event should be funded, a budget will be requested from the event organizer (or planning task group, if applicable) including:
 - 3.2.1 The estimated revenues and expenditures, by category, for the event.
 - 3.2.2 Any anticipated funding from other sources.
- 3.3 Based on the budget provided, the NSRC Executive will determine:
 - 3.3.1 How much funding to provide.
 - 3.3.2 Where that funding will come from. There are four potential sources for funding:
 - 3.3.2.1 Uncommitted funds from the Mission & Ministry portion of the General Council Grant.
 - 3.3.2.2 Mission Support Grants (if the event meets the criteria established for those grants).
 - 3.3.2.3 Internally restricted reserves (if the event satisfies the criteria established for those reserves).
 - 3.3.2.4 Operating reserves.