

FUNDING GUIDELINES

Mission Support Grants

1. The Council 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 Council 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 Council 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.

Legacy Fund Grants

1. The Council Executive shall appoint a Legacy Support Committee authorized to consider and determine whether to support or reject applications for Legacy Fund Grants.
2. The Legacy Support Committee shall consist of at least two members of the Mission Support Committee, a member of the Pastoral Relations Committee, a member of the Lay Leadership Support Committee, a member of the Affirming Task Group and a member of the Youth Council.
3. The Legacy Support Committee shall establish criteria for approving or rejecting applications for special projects that support the region including innovative Mission and Ministry projects.
4. The Legacy Support Committee shall create an application form for Legacy Fund Grants and include the criteria for approval.
5. The Legacy Support Committee shall, after the annual Regional Gathering, issue a call for applications for Legacy grants for the subsequent fiscal year.
6. The Legacy Support Committee shall meet from time to time to review any applications received and determine which it supports.
7. The Legacy Support Committee shall submit any application it supports to the next Council Executive meeting.
8. The Council Executive will consider the supported application and determine whether to approve the grant and, if approved, advise the Financial Administrator to disburse funds.
9. Annually, the Legacy Support Committee shall provide a report to the Council Executive setting out all its decisions in the past year.

Student Bursaries

1. The Ministry Personnel Support Committee administers the Student Bursary Fund on behalf of the Chinook Winds and Northern Spirit Councils to assist candidates with educational costs while in school.
2. The Ministry Personnel Support Committee shall establish criteria for approving the awarding of bursaries to Candidates who are preparing for Ministry in The United Church of Canada, under the supervision of the Office of Vocation.
3. Candidates for the Order of Ministry (Ordained and Diaconal) and Designated Lay Ministry, as well as Candidates in the process of Admission to the Order of Ministry in The United Church of Canada may apply.
4. Annually, applicants shall submit their application form and evidence of meeting the criteria by February 15.
5. The Ministry Personnel Support Committee shall meet before March 31 and approve bursaries to those who meet the criteria and advise the Financial Administrator to disburse funds.
6. Annually, the Ministry Personnel Support Committee shall provide a report to the Chinook Winds and Northern Spirit Councils setting out its decisions for the past year.

Commissions and Standing Committees

1. The Council 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 Legacy Support Committee
 - 1.6 Ministry Personnel Support Committee
 - 1.7 Lay Leadership Support Committee
 - 1.8 Community of Faith Support 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 Council 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 Council Executive.
5. The work of these commissions and committees is important and the Council 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 Council Executive as soon as possible to enable the Executive to consider the matter.

Task Groups

1. The Council 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 Council 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 Council 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.
 - 5.5 Legacy Fund.

Events

1. Annual Regional Gathering

- 1.1 Every third year the Regional Gathering will be in-person.
- 1.2 An In-Person Gathering Fund is established.
- 1.3 The annual regional gathering will be funded from the Governance & Shared Services portion of the General Council Grant.
- 1.4 The annual budget will include 1/3 of the estimated cost of the in-person gathering. Annually that amount will be transferred to the Fund from the operating surplus.
- 1.5 A Regional Gathering Planning Committee shall be established each year to plan the regional gathering in the next fiscal year.
- 1.6 The Planning Committee will submit, prior to the final Council Executive meeting of the year, a budget that includes:
 - 1.6.1 The estimated expenditures, by category, for the next regional gathering.
 - 1.6.2 Any anticipated recovery of costs (e.g. through fees charged to cover meals, etc.).
 - 1.6.3 The estimated costs to be incurred by the Planning Committee throughout the next fiscal year (related to both the current regional gathering and the next one).
- 1.7 The Fund shall be used for expenses of the in-person gathering, such expenses to be approved by the Executive Minister and the Chair of the Planning Committee.
- 1.8 The Fund shall be wound up if in-person gatherings will no longer be held and any funds remaining shall be transferred to operating surplus

2 Other recurring events

- 2.1 The Regional Council 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 Region. Alternatively, the Council may choose to support recurring events put on by other entities which the Council feels are consistent with the priorities of the Region.
- 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 Council, 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 Council 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 Council may be asked, from time to time, to fund one time or special events. On receiving such requests, the Council Executive will:
- 3.1.1 Consider whether the planned event fulfills one or more of the identified needs or priorities of the Region.
 - 3.1.2 Consider whether those needs or priorities are already being adequately addressed by other work of the Council.
 - 3.1.3 If the Council 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 Council has sufficient financial resources available to fund the event.
- 3.2 If the Council 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 Council Executive will determine:
- 3.3.1 How much funding to provide.
 - 3.3.2 Where that funding will come from. There are five 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.
 - 3.3.2.5 Legacy Fund.