



## Mission Support and Regional Council Grant

*Supported by Mission & Service*  
**Policies and Procedures**



### Eligibility

**Applicants must be registered charitable organizations and provide proof of charitable status with applications. (Proof of pending status or written mission agreements are acceptable in certain cases.)**

### Salary and Allowances

See the [Minimum Salary and Allowances for Ministry Personnel](#).

### Receiving Financial Support

1. The **General Council** advances grant payments by direct deposit on behalf of the regional councils. The **regional council** makes all grant decisions and has the responsibility to cancel any grant as circumstances warrant.
2. **Outreach ministries/community ministries** receiving funding of **\$50,000** or more must provide financial updates as mutually agreed with the regional council before the next installment will be advanced.
3. Where personnel in pastoral charges or outreach/community ministries are to be paid directly from Mission Support and regional council funds, salaries are paid monthly.

### Financial Accountability Requirements

1. **Pastoral charges** receiving grants are expected to conduct stewardship financial programs on a regular basis. Involving regional council and General Council resources is encouraged.
2. **Pastoral charges** receiving grants are to provide their prior year financial statements to the appropriate regional council staff no later than June 1. This submission must include an income statement, a balance sheet, any notes to the financial statement, and details of the nature of an independent third-party review.
3. **Outreach ministries/community ministries** receiving grants are required to submit a report on their work and issue an audited/independently reviewed financial statement for the year in which grants were received, sending one copy to the appropriate regional council staff **by June 1**.

## Application for Mission Support and Regional Council Grant

### Completing the Application

1. All applicants to complete sections A, E, and G.
  - a. Pastoral charges also complete B, C, and D.
  - b. Outreach ministries also complete F.
  - c. Include ALL supporting documents.
2. E-mail a copy of the completed application and supporting documents to your local regional council office by August 31 (see the [regional council contact list](#) on united-church.ca).
3. Indigenous ministries submit to Roxanne Kropf, Indigenous Ministries and Justice, at [RKropf@united-church.ca](mailto:RKropf@united-church.ca).

Provide the name, phone number, and e-mail address of a person who could give further information about this application if necessary:

<b>Name:</b>	<b>Phone number:</b>
<b>E-mail address (if available):</b>	

### A. Identification

<b>Name of applying body</b>
<b>Mailing address (full)</b>
<b>Charitable Status Number:</b> If not current, please explain:
<b>Direct deposit information</b> (form completed and attached)  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Courts of the church</b>  Pastoral charge or outreach ministry Current regional council

(Refer to your United Church Year Book & Directory Volume 1: Statistics)

**B. Pastoral Charge/Mission Unit Information (if applicable)**

Charge Statistics (current calendar year)	Names of Congregations			Total
Name of congregation				
(a) No. of households under pastoral care (line 5 of YB)				
(b) No. of contributing households (line 6 of YB)				
(c) No. of resident members (line 16-17 of YB)				
(d) Average attendance at worship (line 20 of YB)				
(e) People involved in midweek and church school (line 21 of YB)				
(f) Stewardship financial program (line 22 of YB)				

**C. Applying Mission Unit/Congregation Only**

Amount raised previous year for:			
1. Local purposes (line 32(a) of YB)	\$	4. Per household under pastoral care (C3 ÷ B(a))	\$
2. Mission & Service (line 36 of YB)	\$	5. Per contributing household (C3 ÷ B(b))	\$
3. All purposes (line 32(d) of YB)	\$	6. Debt retirement and other (line 34 of YB)	\$

**D. Ministry Personnel (for the year the grant is requested)**

Name	Status	Inc. Cat.	Basic Salary	Salary Allowances		Housing Allowance	Travel Expenses	
				Specify	Amount		Km/m	Amount


<p><b>*Status:</b></p> <p>CS: Candidate Supply  DM: Diaconal Minister  IS: Intern Supply  DLM: Designated Lay Minister</p>		<p>OM: Ordained Minister  OS: Ordained Supply  SS: Student Supply  RM: Retired Ministe  OT: Other (please specify)</p>	
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**E. Financial Statements and Budgets**

**Please submit**

- a. a copy of your most recent fiscal year’s audited/reviewed financial statement and the approved budget for the same period. (These will probably be from your most recent annual report.)
- b. a copy of the proposed budget for the year the grant is requested.
- c. a copy of your current and complete financial statement disclosing all bank balances, financial investments, financial assets and financial liabilities, and a copy of the current approved budget. If you hold investments or reserves, please indicate any restrictions that may apply to the use of each fund.
- d. other sources of income.
- e. pastoral charge or outreach ministry mission statement and any applicable background information, including
  - a. the context in which your ministry is situated
  - b. why you are applying for a grant
  - c. how long you anticipate needing such a grant
  - d. a financial plan for decreasing the grant
  - e. effect on the ministry if request is not granted
  - f. if your application is successful, how your organization will recognize the financial support provided by The United Church of Canada within your organization and the broader community

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**F. Financial Support History**

	# of Years Received	Amount Received 2 years ago	Amount Received last year
Mission Support Grant		\$	\$
Region Grant		\$	\$

**G. Grant Request and Starting Date**

Amount requested: \$ \_\_\_\_\_

Grant requested is for the year \_\_\_\_\_ to begin \_\_\_\_\_ (month, day).

**Board Action**

- The project that we have described reflects the activities we are proposing to undertake.
- Funds received from the United Church will be spent in accordance with the purpose outlined in this application.

Grant requested: \$ \_\_\_\_\_ Signature \_\_\_\_\_

Date of action: \_\_\_\_\_ Office held: \_\_\_\_\_

**Regional Council Action**

The foregoing application has been assessed and found to meet the requirements in the **Policy and Procedures related to Mission Support and Regional Council Grant.**

Grant \$ \_\_\_\_\_ for the year \_\_\_\_\_ to begin \_\_\_\_\_ (month, day)

Date \_\_\_\_\_ Signature \_\_\_\_\_

Regional council position \_\_\_\_\_

**Sharing Your Story**

This grant is made possible through Mission & Service. Please be prepared to provide a story, 200 words in length, within the next six months about your ministry and mission, with photos electronically submitted.

These stories and photos may be used in a number of United Church publications, including the United Church website. Please be sure to get written permission from anyone in the photos for their use. You will be notified before we use the photos and asked to sign a release form.