



## **The Church of St. Bartholomew**

Diocese of Ottawa . The Anglican Church of Canada

*The Guards' Chapel*

# **Social Outreach and Christian Education Fund**

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**Social Outreach and Christian Education Fund**  
**Terms and Conditions**  
**(September 2007)**

**Introduction**

At its February 27, 2007 Annual Meeting, Vestry accepted the recommendations made in the final report of the Program and Finance Committee. A key recommendation was to establish a Project Fund to support the mission and ministry of St. Bartholomew's. The creation of such a project fund was made possible through recent bequests, and the Program and Finance Committee's subsequent recommendation to Vestry was that approximately half those funds be allocated to that purpose. Specifically:

*Income and principal in the Project Fund should be made available annually for projects initiated and supported by the parish, both inside and outside our community. The Fund should be managed so that contributions to the Fund are effective for 10-14 years.*

A basic principle of the Project Fund is that decisions pertaining to the use of this Fund would be taken through a well-defined, transparent and consistent process. The purpose of this document is to explain the process, and to describe the terms and conditions that Corporation, Parish Council and Vestry must take into consideration when deciding whether or not to fund a project proposal.

**The objective of the Project Fund is:**

- To demonstrate our faith through action and service that fulfills our responsibility to love our neighbours as ourselves

**What types of projects are eligible for funding:**

- There is an emphasis on outreach projects that make a significant difference in the lives of others; however capital projects, except for those taking place within our parish, will be considered.
- For the purpose of illustration in this document, "outreach projects" shall include projects designed to enhance the mission and ministry of the Church of St. Bartholomew and its parishioners, including social outreach at inner city ministries, Christian education for adults and youth, support for those studying to enter Christian ministry, and enhancements to the capacity of the Church of St. Bartholomew to attract new parishioners.

- Recognizing we live and worship in a multi-faith community, project sponsors will not be limited to Anglican or Christian organisations.
- Emphasis will be placed on projects in our own community while recognizing the importance of outreach across our country, and in the wider world.
- Preference will be given to organisations that have few sources of sustainable funding; or conversely, to organisations that can lever other grants matching our own.
- Preference will also be shown to projects whose management demonstrates both a passion for the enterprise and a capability of using the funding in an effective and responsible manner.

### **Ineligible projects or activities:**

- activities that take place outside of the project scope or timeframe
- reimbursement of activities that have already taken place
- debts or financial losses that result from a project

### **Available funding:**

Funding will be available through a grant payment which is not subject to being audited by the parish, but will require a signed agreement by both parties. Recipients will be required to periodically submit activity progress reports and financial statements.

### **Who is eligible for grant funding?**

Voluntary sector organisations (not-for-profit, including the Church of St. Bartholomew) are the only eligible recipients. Voluntary sector organisations are those which pursue goals to serve the public or their members, as well as those which have institutional form, and do not allow profits to be distributed to owners or directors.

### **Eligible Costs**

1. Salaries and wages for permanent or temporary professional, clerical, technical, and administrative services for time spent directly on the project or program;
2. Professional service fees;
3. Supplies and materials, stationery, postage, printing licences and other such fees;
4. Computer services, research costs and the collection and analysis of data;
5. Training and professional development of staff;
6. Capital acquisitions are eligible as long as the commitment is not on-going ( e.g. a mortgage)

### **Maximum funding available**

The voluntary organisation must contribute at a minimum 5% of the total project value whether in-kind or cash contribution.

The maximum funding available is \$50,000 per year for up to three years.

Continuing funding is subject to a satisfactory review by Corporation, the Finance Committee, and Parish Council of the project's progress in meeting its objectives and sound financial management.

### **Disbursement of Funds**

Subject to all parties concerned signing the project agreement, funds will be dispersed according to a schedule to be determined at the outset of the project. While not subject to being audited, fund recipients will be required to provide progress reports and financial reports and/or invoices on a regular basis throughout the project.

### **Merit Criteria**

1. Applicant is eligible under the terms and conditions of the Project Fund.
2. The proposed activities are eligible.
3. Proposed project does not duplicate an existing service or product.
4. Objectives of the project are realistic, clear and focussed.
5. Proposed activities are clearly laid out with timelines that support the objectives of the project.
6. Proposed project will produce measurable results and represent good value for the investment.
7. The link between the budget and the activities are clear.
8. The necessary partners are engaged (if applicable) and have confirmed in writing their participation.
9. Proposal clearly identifies the targeted beneficiaries and indicates how these groups or individuals will benefit.
10. The project must be sponsored by a member of the parish, and there is evidence of parish, community and diocesan support.
11. The recipient has the credibility and capacity to successfully undertake the project.

### **Project Approval Process**

Projects should normally be authorized at the annual Vestry meeting following review and recommendation by various committees. Specifically:

1. A potential project should be proposed to Corporation which may then approve and direct the development of the project proposal.
2. The project proposal would then be presented to the Finance Committee and perhaps other relevant committees (e.g. Outreach) prior to presentation at Parish Council.

3. Corporation or supporting committees may interview project sponsors to ask for more information, adjustments to the proposal, or to verify that the approval criteria are met.
4. Projects recommended by Parish Council and Corporation would be presented for approval of funding at Vestry.

In extraordinary circumstances, Parish Council may recommend that Corporation call a special Vestry meeting to consider a project outside the normal budget cycle.

### **Exception to Project Approval Process**

Following the terms and conditions described above, Corporation may approve small projects throughout the fiscal year, the accumulative total of which will not exceed \$10,000 in any one year.