

## HAMILTON CONFERENCE

### INVESTMENT IN MISSION AND MINISTRY FUND GRANT APPLICATION BACKGROUND INFORMATION

#### Purpose of the Fund

The Investment in Mission and Ministry Fund seeks to offer opportunities of actively encouraging the development of new visioning and new directions in mission and ministry in congregations, pastoral charges and presbyteries within the bounds of Hamilton Conference.

Applicants who are seeking funding will be asked to describe how the ministry initiative relates to one or more of the Hamilton Conference priorities which are:

- Healthy congregations and presbyteries
- Effective leadership
- Faithful public witness
- Strengthening partnerships

#### Funding Paths (described on page two in detail):

There are three paths of funding and there is a flow to the funding, moving from defining (Path 1), to developing/implementing (Path 2), to documenting the ministry initiative (Path 3). It is not intended that an applicant must seek funding from the first path and then move sequentially through these steps. If applying for funding in paths two or three, however, the applicant will need to provide documentation indicating how the previous path(s) have been completed and including an evaluation of each step already completed.

#### Collaboration and Shared Funding

Priority will be given to requests that indicate shared funding from other potential sources and/or requests where some funding has already been secured.

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The Investment in Mission and Ministry Fund is administered and allocated through the Mission Strategy and Support Committee of Hamilton Conference. Policy changes in this document are approved by the Executive of Hamilton Conference.

For further information, contact:

Kim Uyede-Kai  
Minister for Congregational Support  
Hamilton Conference  
905-659-3343 Ext. 229  
[kuyede@hamconf.org](mailto:kuyede@hamconf.org)

## FUNDING PATHS FOR GRANT APPLICATIONS

### PATH ONE: DEFINING MINISTRY INITIATIVE

#### **Grants available up to \$5,000**

Grants are available in this category for:

- Literature search and demographic analysis
- Feasibility studies
- Proposal development
- Other needs when clearly described as necessary steps to defining the ministry initiative

### PATH TWO: DEVELOPING/IMPLEMENTING MINISTRY INITIATIVE

#### **Grants available up to \$5,000**

Grants are available in this category for:

- Start-up project funding
- Developing stakeholders and encouraging partnerships
- Professional development of staff and volunteers
- Development of evaluation procedures

Note: Loans to a maximum of \$10,000 (dollar-for-dollar matching) can also be requested in addition to the grant request for additional start-up project funding needs. Contact Kim Uyede-Kai for details on the loan applications and the loan agreements.

### PATH THREE: DOCUMENTING THE MINISTRY INITIATIVE

#### **Grants available up to \$5,000**

Grants are available in this category for:

- Creating written, visual, or electronic documentation that begins to develop a resource pool of “best practices” literature, based on the initiative itself and including learnings from the evaluation of this initiative.

## EVALUATION

Grant recipients will be required to submit an evaluation report including, but not limited to, the following:

- (a) A description of evaluative processes, formal and anecdotal, used to analyze and understand the impact of your ministry initiative.
- (b) A narrative report, created from the information gathered in your evaluations, indicating
  - a. Ways the goals were met
  - b. New and unexpected learnings
  - c. Stories that exemplify the vision of this initiative
  - d. Future directions as a result of this initiative
- (c) A financial report indicating how the money was spent

This evaluation will be required at the ending date specified in the application.

INVESTMENT IN MISSION AND MINISTRY FUND  
HAMILTON CONFERENCE  
GRANT APPLICATION

PART ONE: GENERAL INFORMATION

Submit completed application by email to:  
kuyede@hamconf.org  
or by mail to:  
HAMILTON CONFERENCE  
INVESTMENT IN MISSION AND MINISTRY FUND  
ATTN: KIM UYEDE-KAI  
BOX 100, CARLISLE, ONTARIO, L0R1H0

Applicant: \_\_\_\_\_  
(Congregation, Pastoral Charge or Presbytery)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Charitable Registration Number: \_\_\_\_\_  
(Or Agreement Letter with appropriate supporting Congregation/Presbytery)

Contact person:  
Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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**Title/Name of Ministry Initiative:**

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**Funding Path and Grant Request:**

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**Signature of Applicant and Position:**

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PART TWO: MINISTRY INITIATIVE DESCRIPTION

(a) Name of Ministry Initiative:

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(b) Date of approval by Board/Council/Session  
(include a copy of the minutes quoting the motion of approval for the requested funding)

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(c) Describe the purpose and vision of the ministry initiative

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(d) Attach a copy of the plan you have developed to fulfill this initiative, including details of the goals, planning details, timeline (starting and ending dates), constituency to be served and also how they are to be involved.

(e) Describe how you expect this ministry initiative to reflect and support one or more of the Hamilton Conference priorities?

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(f) Include a copy of the latest annual report and any other information that supports your grant application

PART THREE: GRANT FUNDING

(a) Funding path \_\_\_\_\_

(b) Grant request \_\_\_\_\_

(c) Describe the reasons for the request and how you intend to spend the money for which you are applying

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(d) Include a copy of the proposed budget for the initiative.

(e) If not included by name in (d) above, list all sources of potential funding and indicate where funding has already been secured.

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(f) Provide a copy of your congregational or presbytery latest audited/independent review financial statement and the proposed budget for the current year (including statements of all trust funds and bequest funds, indicating clearly any restricted funds)

(g) For grant funding in Paths 2 and 3, note that you are requested to submit detailed documentation of completion of the previous path(s). Evaluation reports must be included as part of this documentation.

PART FOUR: IMPACT

- (a) Describe the desired outcomes for the new visioning and the new direction of this ministry initiative.

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- ((b) What is the ongoing impact this ministry initiative is expected to have after the grant money has been expended?

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PART FIVE: EVALUATION

Grant recipients will be required to submit an evaluation report at the ending date stated above in section (d) of Part Two of this application (page 2), including, but not limited to, the following:

- (d) A description of evaluative processes, formal and anecdotal, used to analyze and understand the impact of your ministry initiative.
  
- (e) A narrative report, created from the information gathered in your evaluations, indicating
  - a. Ways the goals were met
  - b. New and unexpected learnings
  - c. Stories that exemplify the vision of this initiative
  - d. Future directions as a result of this initiative
  
- (f) A financial report indicating how the money was spent.