

1.1 NAME: NEIGHBOURWORKS

1.2 INTRODUCTION

NeighbourWorks is a program to support funding of projects that further the vision and mission of the Diocese while responding to specific parish needs. Projects may be capital or Ministry programs and/or services. This document describes the criteria, content and process to be used by applicants when proposing to do a project through NeighbourWorks.

From time to time parishes or groups within the Diocese have specific needs that require the support of the entire Diocesan family. As a family, parishes, their clergy, wardens, congregations and the communities in which the parishes are located have many things in common. And, like a family, their needs, while similar, may be diverse. Likewise, the resources to meet those needs may vary widely across the Diocese.

These needs, and the availability of resources to meet them, may directly or indirectly affect the type and extent of ministries that can be offered in the parish and across the Diocese. In order to be as responsive as possible in meeting the needs of the Diocese, projects should not only offer a direct benefit to the parish but also benefit the Diocese as a whole in strengthening its ability to offer a range of ministries and services across the Diocese.

An example of a Diocesan project is PrayerWorks Hall at St. Faith's, which was built to better meet the human and social needs of inner city individuals and families as part of St. Faith's outreach ministry. While the project was largely a capital project, it was necessary to provide the infrastructure needed to support programs and services to people in need. This project serves people from all areas of the Diocese who find themselves homeless and poor, often leading to their migration to inner-city areas.

1.3 OBJECTIVES

The rationale for instituting NeighbourWorks is to:

- a) Reinforce and strengthen the response of all parishes to the Diocesan vision and mission
- b) Enhance and deepen the sense of community and fellowship in the Diocesan family
- c) Increase the visibility and responsiveness of the Diocesan family to human and social needs in all communities
- d) Share the abundance and enhance the generosity of all parishes in the Diocesan family
- e) Facilitate partnerships in building a range of skills and knowledge, including project planning, within the Diocesan family.

1.4 QUALIFICATION CRITERIA

To qualify as a NeighbourWorks project, the proposal must:

- a) Support and advance the Mission of the Diocese: **Proclaiming the Gospel – Making Disciples – Furthering the Kingdom**
- b) Facilitate and further ministries being carried out in the parish and across the Diocese. The project may provide infrastructure or ‘seed’ money to develop, stimulate and strengthen a new or existing ministry.
- c) Outline the parish’s contribution of funding and labour. There must be specific funding in hand before starting a project or expanding an existing project or Ministry.
- d) Benefit more than one parish family/community, although one parish may provide the leadership.

Note: NeighbourWorks could support projects outside the Diocese provided that the above criteria are met and applicants are within the Diocese.

1.5 APPLICATION REQUIREMENTS

1. Applicants¹ must complete and submit a preliminary application which will be reviewed with the Bishop to receive approval to proceed with a full application.
2. The application must address the following areas—in either or both the preliminary or full application form—as indicated:

Application Item	Information Required	Preliminary Application	Full Application
a) Overall Budget Request	What is the total budget request? (Details on the funding request will be asked later.)	✓	✓
b) Overview of the Project	Provide a brief overview of the type of project being proposed. Is it a capital (bricks and mortar) project or is it a specific ministry program and/or service?	✓	✓
c) Location of the Project	Describe where the project will be carried out as well as the communities or areas within communities that will benefit from it.	✓	✓

¹Applicants refer to parish vestries, congregations or established groups within the Diocese of Edmonton.

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d) Purpose of the Project	<ul style="list-style-type: none"> • Why is this project being proposed? • What specific human and social needs will it address? • Describe the number and ages of persons to be served. 		✓
e) Benefits of the Project	<p>Describe the benefits of the project locally and in the wider Diocesan community. What are the benefits to:</p> <ul style="list-style-type: none"> • The people being served • The community at large • The parish • Other parishes across the Diocese? 		✓
f) Potential Risks of the Project	Describe the potential risks with this project. How could these risks, e.g., financial, be mitigated?		✓
g) People Involved in the Project	Who will be the project sponsors? Who else will be involved?		✓
h) Workplan for the Project	Describe the work that will be carried out to plan and implement the project, including the timelines for the project, from start to finish. This information should also be clear in the project workplan.		✓
i) Project Funding Details	<p>Provide details on the funding for the project:</p> <ul style="list-style-type: none"> • What is the total budget? • Describe and demonstrate the type(s) of resources being provided and the level of commitment being made by the parish. The resources may be funding, time and/or talents. • How will the project be sustained after the initial funding? <p>If the project involves a capital project, a five-year business plan (capital and operations) must be completed.</p>		✓

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Application Item	Information Required	Preliminary Application	Full Application
j) Community Support and Sponsorships for the Project	<ul style="list-style-type: none"> • What support is in the community for this project? • What other resources and/or organizations in the community complement this project? <p>Note: Letters of support should be attached to the application form.</p>		✓
k) Promotion of the Project	Describe how the project will be promoted locally and within the wider Diocesan community.		✓
l) Support for Diocesan Cooperation and Partnership	Describe how the project encourages cooperation and partnerships within the Diocese.		✓
m) Past Project Experience	Describe a similar project with which you have had experience. Describe the project's achievements and indicate where your expectations were not met and why.		✓
n) Summary Comments	Provide any other information that would be helpful in reviewing the application.		✓

1.6 APPROVAL PROCESS

The application and implementation process follows:²

1. The applicant identifies a need that may qualify as a NeighbourWorks project, completes a preliminary application form and submits it to the Bishop.
2. The preliminary application is reviewed with the Bishop. If the project is a capital project, Property and Planning (a subcommittee of the Administration and Finance Committee) also reviews the application.
3. If approval to proceed is given, the applicant plans for and submits a full application form to the Bishop for review.
4. If the project is a program project and approved for review by the Bishop, the proposal is forwarded to the Stewardship and Financial Development Committee for a detailed review. If the project is a capital project and approved for review by the Bishop, the full application form is submitted to Property and Planning and Administration and Finance for their reviews.

² An overview of the application process is provided in the Appendix.

5. Upon a satisfactory review, the Stewardship and Financial Development and Administration and Finance Committees make their recommendation on the respective projects to Executive Council. The Stewardship and Financial Development Committee takes the lead on assessing the fit of the proposal with the mission of the Diocese and the goals of the Diocesan strategic plan. The Administration and Finance Committee takes the lead on assessing the business plan. In the case of a capital project, Property and Planning take the lead in assessing feasibility.
6. Upon approval of Executive Council, the applicant is advised and plans begin for implementation of the project workplan.
7. The Stewardship and Financial Development, Property and Planning and Administration and Finance Committees monitor and support the project in accordance with the project workplan.
8. At the conclusion of the project, the applicant submits a final project report as a record for the parish and the Diocese.

Note: At any stage of review the proposal may be sent back to the applicant for additional information.

1.7 RESOURCES

The following resources are available to applicants to assist in developing a NeighbourWorks project proposal:

- Synod Office support: The Bishop (mission / intent perspective), Executive Officer (business planning, budgeting, etc.), Planned Giving Officer, other staff resources, samples of successful proposals/business plans (with agreement of those applicants)
- Proposal writing publications from bookstores
- Government websites such as Alberta Community Development that offer resources on writing business plans.

1.8 SUMMARY OF THE APPLICATION AND APPROVAL PROCESS

An overview of the application and approval process follows on the next page.

Note: Canonical committees meet monthly ten months of the year; Executive Council meets four times per year.

APPENDIX OVERVIEW OF THE APPLICATION PROCESS

