

Anglican Diocese of Edmonton
NeighbourWorks Funding Application Form

1 INTRODUCTION

NeighbourWorks is a program to support funding of projects in the Diocese 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. Details about NeighbourWorks are available in the companion document entitled NeighbourWorks Diocesan Project Framework, available from the Synod Office or from the Diocesan website www.edmonton.anglican.org. All those wishing to apply for a Diocesan project need to refer to the requirements outlined in the Framework document.

Note that applicants are required to complete a **preliminary application** to ensure that their project will be given consideration as a NeighbourWorks project. The preliminary application needs to be discussed with the Bishop. An overview of the application process is given in Appendix D.

If applicants have any questions, please contact the Executive Officer or Bishop at the Synod Office at 439-7344.

2 APPLICANT INFORMATION

Name of Applicant (full name of parish or group): _____

Parish Address: _____

Parish Telephone: _____ Parish Fax: _____

Contact Person: Last Name: _____ First Name: _____

Title: _____

Mailing Address: _____

E-mail Address: _____

Telephone (if different from parish): _____

3 FUNDING REQUEST

What is the total funding request for the NeighbourWorks project? \$_____. (Refer to Section 10 and Appendix B of this application.)

4 OVERVIEW

4.1 Is it a capital project? **No** ___ **Yes** ___ If yes, briefly describe the project.

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4.2 Is it a Ministry program and/or service? **No** _____ **Yes** _____ If yes, briefly describe the program or service.

5 LOCATION

Describe where this project will be carried out. What communities or areas within communities will benefit from this project?

6 PURPOSE

Describe the objectives or reasons for the project. (Refer to Sections 1.3, 1.4 and 1.5 in the NeighbourWorks Diocesan Project Framework.)

6.1 Why is the project being proposed?

6.2 What specific human and social needs will be met by the project?

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6.3 Who will be served by the project? Describe the number and ages of persons to be served.

Age Group	Number in Age Group (estimate if necessary)
Infants to One Year	
Children One to Five Years	
Children Six to 12 Years	
Youth 13 Years to 18 Years	
Young Adults 19 to 25 Years	
Young Adults 26 to 40Years	
Middle-aged Adults 40 to 64 Years	
Older Adults 65+ Years	

Provide any other descriptive information about the people to be served by the project, e.g., low income, minimal education, immigrant, gender, etc.

6.4 What does the parish/applicant hope to accomplish as a result of the project?

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7 BENEFITS

Describe the benefits of the project to the local parish and to the wider Diocesan community. (Refer to Section 1.5 in the NeighbourWorks Framework.)

7.1 What are the benefits to the people being served?

7.2 What are the benefits to the larger community in which the parish is located?

7.3 What are the benefits to the parish?

7.4 What are the benefits to other parishes across the Diocese?

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8 POTENTIAL RISKS

Describe the potential risks of the project. (Refer to Section 1.5 in the NeighbourWorks Framework.) If the project is a capital project, additional information on potential risks can be found in the Diocesan handbook on risk management for capital projects.

An example of a risk is a financial risk where sufficient local funds cannot be raised. Steps to minimize this risk might be: well planned and realistic budget and financial forecasting and workplan, strong communication and promotion program within the parish, adequate parish involvement and preparation, parish readiness and overall support for the project, etc. Please complete the following table:

Type of Risk	How Risk can be Minimized

8 PEOPLE INVOLVED

8.1 Who is sponsoring the project, i.e., taking responsibility for the overall project? For example, the parish vestry may be responsible for the overall project but other persons may be involved in planning and implementing the project. If it is the Parish Vestry, please give the names of the Corporation.

Incumbent: _____

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Rector's Warden: _____

People's Warden: _____

8.2 Who is involved in planning and implementing the project? Position may be a vestry member, parish member, ACW president, youth leader, etc.

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Add other names/positions if applicable.

8.3 What communication and planning have been held with the parish? For example, have parish meetings been held, has the parish as a whole been consulted, has the Vestry discussed the project, etc.?

9 WORKPLAN

Describe the work that will be carried out to plan and implement the project. What are the proposed timelines for the project?

9.1 Planned Project Start Date (day/month/year): _____

9.2 Planned Project Completion Date (day/month/year): _____

Complete the workplan in Appendix A.

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10 FUNDING DETAILS

10.1 What is the total budget required for the project?

Complete the budget table in Appendix B.

10.2 How much of the total cost is being provided by the applicant, e.g., labour, fund raising, etc. Note that applicants are expected to have some funds in hand for the project. \$_____

10.3 Describe other sources of funding (e.g., sponsorships, grants, etc.) applied for .

10.4 Project Five-Year Capital and Operating Budget

If this is a capital project for your parish, provide a five-year capital and operating budget.

Complete the budget in Appendix C.

10.5 Describe how you plan to sustain the project after the initial funding.

11 COMMUNITY SUPPORT AND SPONSORSHIPS

What level of support is in the community for the project? Describe who is supporting the project and why. Attach letters of support.

- 11.1 What other resources and/or organizations in the community complement the project, i.e., have complementary goals, target populations and/or services? Are these organizations and groups actively supporting the project?

13 PROMOTION

- 13.1 How will the project be promoted locally, i.e., what will you be doing to promote the project?

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13.2 How will the project be promoted in the wider Diocesan community?

14 SUPPORT FOR DIOCESAN COOPERATION AND PARTNERSHIP

Describe how the project encourages cooperation and partnership within the Diocese.

15 PAST EXPERIENCE

15.1 Briefly describe similar projects that you have carried out.

a) Describe the achievements of one of these projects and why you think it was successful.

b) Have you tried any project that did not meet your expectations? What did you learn from that experience?

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15.2 If a previous project application has been declined, what did you learn from that experience?

16 SUMMARY COMMENTS

Provide any other comments that you may have to support this application for the project.

17 SIGNATURES

Those persons having primary responsibility for applying for the project sign below.

Name: _____

Position: _____ Date: _____

Name: _____

Position: _____ Date: _____

Name: _____

Position: _____ Date: _____

Name: _____

Position: _____ Date: _____

Name: _____

Position: _____ Date: _____

Name: _____

Position: _____ Date: _____

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APPENDIX C FIVE YEAR CAPITAL AND OPERATIONS BUDGET

Financial Item	This Year (_____)	Year 2 (_____)	Year 3 (_____)	Year 4 (_____)	Year 5 (_____)
INCOME					
General					
Open					
Building					
Rental					
GST Rebate					
Interest					
Flow Through					
Other/Development Campaign					
Additional Income resulting from Project					
TOTAL INCOME					
EXPENSES					
Salaries					
Benefits					
Mileage					
Flow Through					
BUILDING COSTS					
Taxes					
Insurance					
Janitorial					
Maintenance					
Mortgage					
Supplies					
Utilities					
Landscaping					
OTHER					
Telephone/Internet					
Church Development Trust					
Special Events					
Goods and Services Tax					
Substitute Clergy					
Outreach					
Interest					

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Financial Item	This Year (_____)	Year 2 (_____)	Year 3 (_____)	Year 4 (_____)	Year 5 (_____)
Registration Fees for Synod					
Write Offs					
Fundraising					
Repairs					
Accounting Correction					
NSF Cheques					
Ministerial Association Fees					
SERVICES					
Bank Charges					
Advertising					
Apportionment/Assessment					
Conferences/Seminars					
Music Licensing					
Music Ministry					
Payroll Administration					
Youth Leader					
SUPPLIES					
Office and Postage					
Photocopier					
Christian Education					
Altar/Church					
Music Supplies					
Furniture and Equipment					
Other Supplies					
Additional Costs resulting from the Project					
TOTAL EXPENSES					
TOTAL INCOME					
BALANCE					

Provide an explanation of each financial item completed, i.e., what is included in the item, on separate pages and attach to the application or include with a separate spreadsheet if submitting one.

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APPENDIX D OVERVIEW OF THE APPLICATION PROCESS

