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Source:

Diocese of Nova Scotia**Prince Edward Island**

GROWTH FOR MINISTRY FUND



GOVERNING REGULATIONS and APPLICATION FOR FUNDING

*Responding Faithfully to God's Call to
Minister to a Wide Field of Mission.*

Approved by Diocesan Council: September 18, 1997

Revised by Diocesan Council: November 19, 1998

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Growth for Ministry Fund Governing Regulations

Article One - Definitions

In these regulations the following terms are defined to mean:

“Administrators” mean the administrators appointed pursuant to the provisions of the Governing Regulations.

“Bishop” means a current, that is non-retired, Bishop of the Diocese of Nova Scotia and Prince Edward Island.

“Diocesan Bishop” means the current, senior Bishop of the Diocese of Nova Scotia and Prince Edward Island.

“Fund” means the Diocesan Growth for Ministry Fund.

“Governing Regulations” means the Regulation of the Diocese of Nova Scotia and Prince Edward Island under which the Fund was established and all amendments thereto and includes any Canon of the Diocese of Nova Scotia and Prince Edward Island replacing the said Regulation.

“Standing Committee” means, but is not limited to, the Financial Management and Development VSST, Healthy Parishes VSST, Mission and Outreach VSST, Youth and Family Ministry VSST and the Healthy Leadership VSST.

Article Two - Purpose

- 2.1 The purpose of the Diocesan Growth for Ministry Fund is to enable the Diocese of Nova Scotia and Prince Edward Island to respond faithfully to God’s call to minister to a wide field of mission:
- a) by providing a permanent established fund to which persons may contribute;
 - b) by providing enough flexibility to ensure that funds designated to special areas of ministry today can continue to be used constructively in the mission of the church as the needs of the church today change to the needs of the church tomorrow.
 - c) by providing monies to expand ministry within the Diocese and, without limiting the generality of the foregoing:
 - i) to provide for development and/or expansion in new growth areas at the parish, regional or diocesan level;

- ii) to provide seed monies for experimental and/or new forms of ministry;
- iii) to provide seed money for projects that foster engagement with the wider community and the gospel;
- iv) to provide funding for Outreach Ministry which touches the lives of those in need in society in general, and for the purpose of responding on short notice to situations in the community calling for concerned Christian response; and
- v) generally, to provide the financial means to pursue initiatives within the Diocese which might not otherwise be pursued.

2.2 It is understood that this Fund will not be used in any way for expenditure on structural repairs or renovations to buildings.

Article Three - Management of the Funds and its Financial Assets

- 3.1 Gifts to the Growth for Ministry Funds shall be received directly by the Fund, shall be invested in the present Diocesan Consolidated Trust Fund, and will be administered according to the principles guiding the Consolidated Trust Fund.
- 3.2 The Diocese of Nova Scotia and Prince Edward Island shall accept all gifts of money and property to the Fund except where a gift is thought to be unacceptable or inappropriate by a vote of the Diocesan Council.
- 3.3 Donors will be encouraged to make undesignated gifts to Growth for Ministry to ensure full flexibility of the Fund to meet its purposes.
- 3.4 Notwithstanding Article 3.3, the Diocese may permit a gift or gifts to be made to a designated area in which case the administrators shall ensure that use of such gifts shall be restricted to the designated area.
- 3.5 Financial management of the fund is the responsibility of the Comptroller of the Diocese under the general direction of the Diocesan Council and Bishop(s).
- 3.6 The administrators can recommend to the appropriate financial bodies of the Diocese ways to increase funds for Growth for Ministry, but are not themselves responsible for fund raising.
- 3.7 Each January the Comptroller of the Diocese shall provide an estimate of the funds that may be available for expenditure in the year from the distribution of the Fund and inform the Bishop(s) and administrators.

- 3.8 Up to twelve percent (12%) of the total value of the Fund as of December 31st of the previous year may be expended in the following calendar year. Other than the standard 12% for grant allocation, normally no capital or property in the Fund may be expended or disposed except for the purposes of investment.
- 3.9 Notwithstanding 3.8, in the case of responding on short-term notice to unexpected situations in the community call for concerned Christian action, an extraordinary expense beyond the twelve percent (12%) may be approved by an emergency meeting of the administrators at the call of the Diocesan Bishop.

Article Four – Administration of the Fund: the Administrators

- 4.1 The Fund shall have six (6) administrators who will be responsible for allocation from the Fund.
- 4.2 A Bishop shall be one of the administrators with five (5) other persons. Two members shall be appointed by the Team Leaders Meeting and three additional members appointed by the Diocesan Bishop.
- 4.3 In the event there is a vacancy in a position under Article 4.2, the Diocesan Bishop shall appoint an additional member to the Committee.
- 4.4 Except for the Bishop, all appointments to the administrators shall be for a three (3) year term which may be renewed for a second term.
- 4.5 The administrators shall appoint annually from their number a chairperson and a secretary. The chairperson will call meetings, receive applications and reports, and communicate decisions. The secretary will take meeting minutes, provide notice of meetings, and book space for meetings.
- 4.6 The administrators shall meet from time to time, and at least once in each year at the call of the chairperson, at the request of the Bishop, or any two administrators.
- 4.7 A quorum of the administrators shall be any four (4) administrators.
- 4.8 The administrators shall perform such other duties as may be required by the Regulations governing the Fund.

Article Five - Applications, Allocation and Expenditure of Monies

- 5.1 Standing Committees, or organizations of the Diocese, and organizations outside the diocesan structure, may submit proposals to the administrators using the standard Growth for Ministry application form.

- 5.2 All applications for funding are for the upcoming year and funds granted are for one year from the date of receipt of the money.
- 5.3 The administrators are responsible for receiving the applications for Growth for Ministry and determining which proposals shall be accepted according to the purposes of the Fund. They may request additional information before accepting or rejecting an individual proposal.
- 5.4 The Diocesan Bishop may ask Team Leaders to provide written comments concerning any applications to the administrators.
- 5.5 All decisions of the administrators shall be made by a majority vote.
- 5.6 The administrators may refuse to designate monies for any or all projects and their decision is final.
- 5.7 The administrators may designate monies to any project by way of a grant or loan with or without conditions.
- 5.8 No applications for general operating expenses in the committee, parish or organization will be accepted.
- 5.9 This fund is intended largely for new initiatives in Growth for Ministry. Normally a particular application from one group will not be funded for more than three years with decreasing funding each subsequent year over that period of time.
- 5.10 Every approved application must submit both an interim (six months from the date of the award) and a final (12 months from the date of the award) report on the project. The Administrators shall assign a person from amongst their membership to follow up on each approved application and ensure provision of the reports.
- 5.11 Any portion of a grant which is unspent after twelve months of the award date shall be returned to the Fund.

Article Six – Administrative Expenses

- 6.1 Administrative expenses, including the auditing of accounts, investment costs etc. as well as necessary travel costs for the administrators, may be charged to the interest generated by the Fund.
- 6.2 The administrators will make the final determination in approving any administrative expenses.

Article Seven - Protection of Administrators

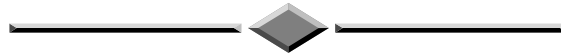
- 7.1 The administrators shall not be responsible for the acts, omissions, defaults, errors, failure and misconduct of any agents, in particular lawyers, auditors etc. as well as of those individuals and groups which apply for or receive funding from Growth for Ministry.
- 7.2 The Diocese agrees to indemnify and save harmless the administrators against all liability of the administrators in respect of the Fund.

Diocese of Nova Scotia



Prince Edward Island

GROWTH FOR MINISTRY FUND



APPLICATION FOR FUNDING

All applications should be forwarded
by May 31st

*Applications received after this deadline will only be considered if funding remains available
after initial disbursements.*

to:

Administrators
Diocesan Growth for Ministry Fund
1340 Cathedral Lane
Halifax, NS B3H 2Z1

General Guidelines

- The administrators may request that applicants appear at a meeting to support their application.
- The completed application form and supporting documentation must be sent as an e-mail attachment in MS Word or as a PDF file.
- All grants and loans are subject to the availability of funds.
- Interim reports on the progress of the project may be required. A final report including evaluation and financial information is **required**.
- The Growth for Ministry Fund exists because of the financial stewardship of Anglicans who have made planned gifts to the Diocese. The Administrators gratefully acknowledge these generous gifts for the work of our Church. For information on how to make a gift to the Growth for Ministry Fund please contact:

Phone: 902-420-0717
E-Mail: office@nspeidiocese.ca

Specific Agreement

Final approval for funding of projects is contingent upon the applicant agreeing to include the following in all printed matter promoting the project:

(Name of organization or group) acknowledges the financial support of the Growth for Ministry Fund of the Anglican Diocese of Nova Scotia and Prince Edward Island.

Short Title of Project:

Amount requested:

\$ _____

The Applicant

1. Name of submitting organization (parish, diocesan or parish group, diocesan committee, etc.).

2. Name and mailing address of person to be contacted for additional information.

3. Telephone number of contact person.

4. E-mail address of contact person.

5. Please attach an extract of the minutes (of Parish Council, Diocesan VSST, Committee, or other organization) approving this project.

The Project

6. Describe the project.

7. Describe how this project and its objectives fit the criteria of the Growth for Ministry Fund (Please refer to the Growth for Ministry Fund Regulations).

8. Please describe the process to accomplish this project.

The Funding

9. Provide an itemized budget, including revenue the project may generate. (Please include three quotes when applicable.)

10. What other funding sources are anticipated for this project?

11. If the duration of the project will be greater than one year, are you anticipating the submission of subsequent applications for funding? If the project will be ongoing, how will permanent funding be arranged?

Additional Details

12. Is there any other information that would be helpful to the Growth for Ministry Fund Advisory Committee?
