

April 27, 2020

Attached to this email and available on the Diocese's website are two data collection forms in several different formats (in Fillable PDF (to be completed on a computer); PDF (to be printed out and filled in by hand); Word (to be printed out and filled in by hand); or Excel (to be completed on a computer). Please note that your parish only needs to complete ONE OF EACH in what ever format is convenient for you.

One (20200423 CEWS Data Collection...) relates to the Diocese's application for the Canada Emergency Wage Subsidy (CEWS). This form looks for Revenue amounts for key months in 2019 and 2020. It is likely that your treasurer would be the one to complete and submit this form. There are deadlines associated with this form identified in the Instructions.

[20200423 CEWS Data Collection Instructions](#)

- * [20200423 fillable CEWS Data Collection \(fillable pdf\)](#)
- * [20200423 CEWS Data Collection \(pdf\)](#)
- * [COVID19 Income Collection \(Excel\)](#)

The other form (Parish Activity Reporting...) is statistical and activity reporting about the work of the parish. It is likely that the rector and wardens would complete and submit this form. The deadlines are identified on the first page of this form.

- * [Fillable Parish Activity COVID-19 \(fillable pdf\)](#)
- * [Parish Activity Reporting - COVID-19 Pandemic \(pdf\)](#)
- * [Parish Activity Reporting - COVID-19 Pandemic \(MS Word\)](#)

We appreciate that asking for additional information at this already stressful time may seem overwhelming however, the information collected on the CEWS form has significant financial implications for the diocese and the information collected on the Parish Activity form will have implications for the diocese's representation at General Synod.

Thank you for all your efforts.