

Conference Grant Application Form

The Presbyterian Church in Canada

PLEASE NOTE: Funds are restricted to ministries of The Presbyterian Church in Canada and to projects within Canada.

PLEASE PRINT CLEARLY OR TYPE

Date: _____

Name/title of Conference: _____

Applicant's Name: _____

Telephone: (_____) _____ email address: _____

Mailing Address: _____

Town/City & Province: _____ Postal Code: _____

Home Congregation: _____

Official Position: _____

CONFERENCE DESCRIPTION

DATE OF EVENT: _____

PURPOSE OR GOAL: _____

EXPECTED OUTCOME: _____

NUMBER OF EXPECTED PARTICIPANTS: _____

SUMMARY OF EXPECTED BENEFITS: _____

BUDGET FOR THIS EVENT

Expenses:

	\$
	\$
	\$
Total expenses for event	\$

Revenue from all sources:

	\$
	\$
	\$
Total revenue	\$
Shortfall	\$

Amount requested \$ _____ **Date for which cheque is requested** _____

The cheque should be made out to: _____

Address: _____

If more space is needed, please use the back of the sheet.

NAME OF CONFERENCE: _____

PLEASE ENSURE THAT THIS FORM IS FILLED OUT COMPLETELY AND LEGIBLY

CO-SPONSOR APPROVAL

Sponsoring Body: _____
Congregation/Presbytery/Sponsoring body

Name _____
Clerk, Convenor, etc. Signature

Title _____
Clerk, Convenor, etc.

Name _____
Contact Person for Co-Sponsor Group Signature

Return this form to:

The Conference Grant Fund
The Vine: *Connecting people, places and programs*
The Presbyterian Church in Canada
50 Wynford Drive, Toronto, Ontario, M3C 1J7

Information about the Conference Grant Fund

The Conference Fund of The Presbyterian Church in Canada assists sponsoring groups in running small or larger conferences. It is provided for the use of ministries of The Presbyterian Church in Canada for projects within Canada.

Decisions for the distribution of this fund will be made at regular intervals by the Executive staff of Life and Mission Agency. The administration of this fund will be the joint responsibility of the Associate Secretaries in Mission Education/Stewardship and the Vine.

Conditions of disbursement

- Sponsoring bodies are expected to supply a proposed budget for the event. The fund could cover up to, but no more than, 1/3 of the cost for the conference to a maximum of \$8,000. The rest of the conference would be covered by registration fees and/or other sponsoring bodies.

As a condition of receiving a grant from the Conference Fund, recipients must agree to the following:

- The planned conference must involve more than one congregation, preferably in a presbytery, synod or national gathering.
- In order to share with the rest of the denomination, recipients will submit to *The Vine* at least one **inspiring and interesting story from the Conference**
- Recipients of Conference Fund money will also submit to *The Vine* at least one **photograph** from the conference
- Recipients must add to promotional literature or conference handouts an acknowledgement of the generosity of other Presbyterians in the form of a logo and tag: "Supported by a Presbyterian Church in Canada bequest." A copy of this logo and tag will be available to successful applicants from *The Vine*.

NAME OF CONFERENCE: _____

PLEASE ENSURE THAT THIS FORM IS FILLED OUT COMPLETELY AND LEGIBLY

CHECKLIST: The Conference Fund's Criteria

- This conference will benefit at least 10 people.
- This a new and/or creative initiative.
- This event is not for the use of a single congregation, but will be accessed by a cluster of congregations in a presbytery or synod.
- This event is the endeavour of an official part of The Presbyterian Church in Canada or, if organized by an ecumenical group, a Presbyterian is actively engaged on the planning team.
- If the event is organized by an ecumenical group, there is significant Presbyterian involvement.
- A budget has been attached which includes expenses and revenue from all sources.
- The budget for the event reflects the full amount contributed by any co-sponsors.
- No more than half of the budget is funded from Life & Mission Agency sources.
- No more than 33% of the budget is funded from the Conference Fund.
- The amount requested from the Conference Fund is under the maximum of \$8,000.
- A completed Conference Grant Application Form has been submitted to The Vine.
- All printed and on-line promotional material includes The Presbyterian Church in Canada logo and tag. (This can be obtained from The Vine upon approval of an application.)
- Feedback: A detailed report of the event will be submitted on request. This report may be shared with other groups within The Presbyterian Church in Canada.