

Rideau Park Foundation for Ministry (The Foundation)  
Guidelines for Applying for Funds

**Purpose:** The Foundation has been established to enhance and further the mission and ministries of Rideau Park United Church locally, nationally and globally.<sup>1</sup> The Trustees report to the Council and Congregation on The Foundation funds available for projects in the current year<sup>2</sup>.

**The Application Process:** Council receives, evaluates and makes decisions on disbursements from The Foundation consistent with the above statement of purpose and the criteria for evaluation stated below.

The amount of funds available will vary from year to year. Council, on the advice of the Trustees, will make known in its annual report to the congregation the anticipated value of funds available during the next fiscal year.

Any member or adherent of Rideau Park United Church may apply for The Foundation funds for any project consistent with the stated purpose.

The Foundation Funds are intended as a source of supplementary funding for special needs such as ministers' housing, property renewal, outreach projects and new programs.

It is not intended that The Foundation funds be budgeted for regular and ongoing operational requirements of the church, nor is it permitted to return to The Foundation with a second request for funds for the same project.

**How:** Please fill out the attached form and submit copies to the Church Administrator and the Chair of Council. The application may also be submitted electronically.

**When: Applications must be received no later than:**  
March 31 or September 30

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<sup>1</sup> Refer to the Guidelines for Operation of the Rideau Park Foundation for Ministry available from the church office or on line at <http://www.rideaupark.ca/foundation.htm>.

<sup>2</sup> 2009 – approximately \$19,520.

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**Criteria for evaluation of applications:**

- enhance and further the mission and ministries of Rideau Park United Church locally, nationally and globally;
- enhance the life of the church;
- fit with the Mission Statement of the Congregation and the Vision of Rideau Park in the Future;
- supplement funding for special needs such as ministers' housing, property renewal, outreach projects and new programs.
- stimulate growth of volunteer and small focus group work, rather than rely on staff for implementation.

**What happens once you apply?**

1. The application will be reviewed initially for completeness and general fit within the required criteria by the Church Administrator and/or the Chair of Council.
2. The Chair of Council will then appoint an individual or small group of individuals to review and evaluate the request and make a recommendation to Council at the next appropriate Council meeting.
3. If approved, requested Foundation monies will be transferred to the General Fund and expenses can be claimed through the church office process. The project will be assigned to the church committee supporting the application or if supported by a group of individuals the appropriate church committee with budget authority will be determined and will be asked to provide oversight for the project.
4. Expense requests should be initialed by the chair of the committee with oversight of the project. Forms for expense requests are available in the church office.

At the end of the project, a brief report and final statement of revenues and expenses will be submitted to the overseeing committee within 30 days. An evaluation of the project will be submitted to Council by the supporting committee chair.