

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. 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.

**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. Information on the remaining funds available for projects in the current year is available from the Chair of Council.

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

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

**When:** Applications are normally submitted twice a year and must be received no later than April 30 or October 31. Time-sensitive applications may be accepted at other times at the discretion of Council. Funds awarded should be spent without undue delay, but do not have to be spent in the year in which they are awarded.

**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 - proposals for projects outside the church should have a clear link to the Outreach or Christian Development programs of Rideau Park;
- 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. When the application is received, it is distributed to Council Members and the application is discussed and voted on at the next meeting of Council. The Chair of Council may appoint an individual or small group to review and evaluate the request and make a recommendation to Council at that meeting.
3. If approved, requested Foundation monies will be transferred to the Ministry and Programs 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 initiated 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 will be submitted to Council by the supporting committee chair.