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| **MISSION GRANT PROPOSAL FORM**  **MISSION OR MINISTRY PROGRAM**  **For Congregations, Parish Missions and Presbyteries** |

**This form is to be completed in 2023 for programs commencing in 2024, to be funded from specific purpose bequests.**

Please refer to the ***Appendix*** for further information regarding funding availability, eligibility criteria and application process. If more space is required, please attach additional pages.

**Please note:** Completed and endorsed applications are to be submitted to your Presbytery Office **on or before 5pm Monday 19 June 2023.**

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| SECTION A - MISSION AND MINISTRY INFORMATION |

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| 1. **APPLICATION SUMMARY** | | | | | | | |
| **PROGRAM NAME** |  | | | | | | |
| **APPLICANT** |  | | | | | | |
| **PROPOSED SOURCE (Indicate all applicable)** | Kilmany Trust Fund  WJ Craig Memorial Trust  Harold Hughes Bequest | | | | | | |
| **PROGRAM TYPE**  **(Please select)** | Ministry Placement/Role | | | OR | Mission Program | | |
| **TYPE OF FUNDING**  **(Please select)** | New (new project) | | | OR | Continuing (existing project) | | |
| **LOCATION/S WHERE PROGRAM WILL BE BASED** |  | | | | | | |
| **PROGRAM DURATION** | year/s | | | | | | |
| **GRANT REQUESTED**  **TOTAL AND PER ANNUM**  **(Up to 5 years)** | TOTAL | $ | | | | | |
|  | Year 1 | Year 2 | Year 3 | | | Year 4 | Year 5 |
|  | $ | $ | $ | | | $ | $ |
| **PRESBYTERY** |  | | | | | | |

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| 1. **VISION AND MISSION OBJECTIVES**   Please provide a statement that describes the vision or mission objective(s) that have led to the development of this project. |
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| 1. **PROGRAM SUMMARY AND USE OF GRANT FUNDS**   Please provide a brief summary of the proposed ministry or mission program to be supported by grant funding. As applicable, please include details of the intended terms of the employment/program, such as length of placement/role, time fraction and whether this is a new or existing/continuing program. If the program is not to be fully funded by this grant, please specify how this grant will be used within the program. |
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| 1. **ALIGNMENT TO UCA (VICTAS SYNOD) MISSION PRIORITIES**   The UCA Synod of Victoria and Tasmania has identified three strategic priorities:   * + - 1. Ministries which foster diverse gathered communities of renewal, Christian practice and mission;       2. Culturally diverse mission and ministry; and/or       3. Mission and ministry with children, youth, their families and young adults.   Please describe if and how the proposed program aligns to one or more of these priorities. |
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| 1. **GROWTH AND FAITH**   Please describe the contribution that this project will offer to people’s growth in Christian faith and practise. Please advise how this project responds to the Mission Strategy of the congregation, cluster, parish mission or presbytery. |
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| 1. **RESPONSE TO CHURCH AND/OR LOCAL COMMUNITY NEEDS**   Please provide a brief outline regarding the origins of the project and the context in which the project will operate. Explain the needs or issues that this ministry or mission program is responding to and why this is important. Comment on what the program will do to address these needs, including the strengths and vulnerabilities of the program and its delivery. |
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| 1. **EXPECTED OUTCOMES**   Please describe the expected outcomes of the program. Please ensure that the expected outcomes are described in a way that will enable it to be measured.  *(Note that successful grant funded programs are subject to an annual evaluation report process)* |
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| 1. **LOCAL SUPPORT**   Please describe the support the project will receive or has received in the local area, to include physical resources such as buildings and equipment, leadership and volunteer resources, and contacts with local congregations, service groups, businesses and/or local, state or federal government. |
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| 1. **LOCAL CONTEXT**   Please describe the context in which the program will operate, including whether the program will be localised to a particular area or extend across a broader region of the Synod of Victoria and Tasmania. |
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| 1. **MANAGEMENT AND ACCOUNTABILITY**   Please provide an outline of the operating and accountability arrangements that will be put in place for the proposed program. |
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| 1. **PROJECT FUNDING REQUIREMENTS**   Please indicate total funding required for each year of the project, as requested from the wider church and as provided by the applicant and any other sources. | | | | | | |
|  | | |  | | |
| **YEAR** | **UCA GRANT** | **Applicant Contribution** | | **Other Sources** | **TOTAL** |
| **2023\*** |  |  | |  |  |
| **2024** |  |  | |  |  |
| **2025** |  |  | |  |  |
| **2026** |  |  | |  |  |
| **2027** |  |  | |  |  |
| **2028** |  |  | |  |  |
| **TOTAL:** |  |  | |  |  |
| **\*** *Successful grants will be available for access from 1st January 2024. In some cases, funds may be accessed earlier following notification of approval in October. This will be subject to the program being an existing one with relevant staff covered by this grant already employed.* | | | | | |

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| 1. **OTHER SOURCES OF FUNDING**   Please advise whether applications have been (or will be) submitted for funding from other sources for this project? If so, please provide details of the funding source & the amount applied for and/or granted. |
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| 1. **FUNDING FROM A DESIGNATED FUND**   Please nominate the fund(s) from which the program might be funded and describe how the program fits the criteria. Refer to the ***Appendix*** for the criteria of each bequest. |
| Kilmany Trust Fund *(Focus: Disadvantaged Youth; Location: Victoria, Tasmania)*  WJ Craig Memorial Trust *(Focus: Children in necessitous circumstances; Location: Victoria only)*  Harold Hughes Bequest *(Focus: Sick children or those with high medical needs; Location: Victoria, Tasmania)* |
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| 1. **PROGRAM PROFILE – MINISTRY OR MISSION PROGRAM INCLUDING EMPLOYMENT OF LAY OR ORDAINED STAFF**   Some Designated Funds (Trusts and Bequests) stipulate support for particular age or gender groups, program purposes or ministry types. To assist with matching of available funds to successful proposals, please provide the following specific information regarding employment position, target group and primary purpose of program, as applicable. | | | |
| Employee category proposed (or already in place) for this program. | Minister of the Word | Lay staff | |
| Deacon | Other - | |
| Number of employees to be funded from this grant (in full or partial). |  | | |
| Job title for each position and corresponding hours worked per week. |  | | FTE or       hours/week |
|  | | FTE or       hours/week |
|  | | FTE or       hours/week |
| Indicate the status of the mission program and staff employment related to this grant | Ongoing program previously funded by a UCA grant | | Staff already working with program |
| Ongoing program not previously funded by a UCA grant | | Staff already working with program, more staff required |
| New program | | New staff will need to be employed |
| Indicate the primary purpose of the proposed program. | Ministry / Chaplaincy | | Fresh Expressions of church |
| Care and support of disadvantaged or people with special needs | | Education |
| Outreach initiatives | | Other - |
| Indicate the age profile of the target group for this program, including percentage of target group for each age range.  *(For example 90% aged 0-2 years and 10% 3-12 years)* | 0-2 years | | % |
| 3-12 years | | % |
| 13-19 years | | % |
| 20-39 years | | % |
| 40-69 years | | % |
| 70+ years | | % |
| Indicate the gender profile of the target group for this program, including percentage for each category. | Female | | % |
| Male | | % |
| Unknown / Not gender specific | | % |
| Any other comments to clarify the responses above. |  | | |

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| SECTION B - FINANCIAL INFORMATION |

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| 1. **PROJECT BUDGET “L” (ANNUAL)**   Please note that this budget should be used if your project includes employment of a **LAY PERSON including non-placement PASTORS.** |

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| 1. **INCOME** | **$** | | | | |
| **Type** | **2024** | **2025** | **2026** | **2027** | **2028** |
| UCA Grant (this application) |  |  |  |  |  |
| UCA Grant (previous residual) |  |  |  |  |  |
| Applicant Contribution |  |  |  |  |  |
| Program Participants |  |  |  |  |  |
| Donations |  |  |  |  |  |
| Fund Raising |  |  |  |  |  |
| Other Grants: |  |  |  |  |  |
| Other: |  |  |  |  |  |
| Other: |  |  |  |  |  |
| **TOTAL INCOME** |  |  |  |  |  |

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| 1. **EXPENSES** | **$** | | | | |
| **Type** | **2024** | **2025** | **2026** | **2027** | **2028** |
| Salary |  |  |  |  |  |
| WorkCover (2.1% of salary) |  |  |  |  |  |
| Long Service Leave |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Fitting Costs |  |  |  |  |  |
| Insurance |  |  |  |  |  |
| Light and power |  |  |  |  |  |
| Postage and stationery |  |  |  |  |  |
| Program costs: |  |  |  |  |  |
| Speakers/instructors |  |  |  |  |  |
| Housekeeping |  |  |  |  |  |
| Materials |  |  |  |  |  |
| Training-volunteers |  |  |  |  |  |
| Rates |  |  |  |  |  |
| Rent |  |  |  |  |  |
| Telephone |  |  |  |  |  |
| Other - |  |  |  |  |  |
| Other - |  |  |  |  |  |
| Other - |  |  |  |  |  |
| **TOTAL EXPENSES** |  |  |  |  |  |

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| 1. **NET PROJECT POSITION (A-B)** |  |  |  |  |  |

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| 1. **PROJECT BUDGET “S” (ANNUAL)**   Please note that this budget should be used if your project includes employment of a **MINISTER OF THE WORD, DEACON, PASTOR in a PLACEMENT OR SPECIFIED YOUTH WORKER.** |

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| 1. **INCOME** | | | **$** | | | | |
| **Type** | | | **2024** | **2025** | **2026** | **2027** | **2028** |
| UCA Grant (new) | | |  |  |  |  |  |
| UCA Grant (previous residual) | | |  |  |  |  |  |
| Applicant contribution | | |  |  |  |  |  |
| Program Participants | |  |  |  |  |  |  |
| Donations | | |  |  |  |  |  |
| Fund Raising | | |  |  |  |  |  |
| Other: |  | |  |  |  |  |  |
| Other: | | |  |  |  |  |  |
| **TOTAL INCOME** | | |  |  |  |  |  |

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| 1. **EXPENSES** | | **$** | | | | |
| **Type** | **2024 Est. 1.0FTE** | **2024** | **2025** | **2026** | **2027** | **2028** |
| Stipend # ^ | 65,117 |  |  |  |  |  |
| WorkCover (1.5% salary) \* | 1,118 |  |  |  |  |  |
| Beneficiary Fund # | 9,396 |  |  |  |  |  |
| Long Service Leave Levy | 700 |  |  |  |  |  |
| Minister’s Insurance | 1,120 |  |  |  |  |  |
| Personal Resource and Development Allowance (up to) # | 2,945 |  |  |  |  |  |
| Manse Allowance (rent in lieu) (up to) # | 19,033 |  |  |  |  |  |
| Car up to 5,000 km | 5,565 |  |  |  |  |  |
| Petrol Allowance up to 5,000km (21c/km) | 1,050 |  |  |  |  |  |
| Program Costs | |  |  |  |  |  |
| Other - | |  |  |  |  |  |
| Other - | |  |  |  |  |  |
| Other - | |  |  |  |  |  |
| **TOTAL EXPENSES** | |  |  |  |  |  |

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| 1. **NET PROJECT POSITION (A-B)** |  |  |  |  |  |

\* WorkCover (1.5% of Stipend + 1.5% Beneficiary Fund payment)

# 2023 Rates plus approximately 2.5% allowance for CPI

^ Stipend – either non-member of Home Endowment Fund (HEF) or includes HEF contribution, based on 1.0 FTE.

NOTE: For further information regarding ministerial entitlements, refer to the document “Summary of Ministerial Provisions and Charges effective first pay period for January 2023” which can be found on the Synod website: [Central Stipends and Payroll Services](https://victas.uca.org.au/resources/mission-resourcing/accounting-services/stipends-payroll/)

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| 1. **APPLICANT’S CURRENT FINANCIAL POSITION** |

**The financial details given in this question are current as at**      /     /     .

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| 1. **Credit Funds (Current Assets)** | **$** |
| UCA Funds / U Ethical – UCA Enhanced Cash Portfolio |  |
| UCA Funds / U Ethical – UCA Growth Portfolio |  |
| UCA Funds / U Ethical – UCA Australian Equities Portfolio |  |
| Building/maintenance account(s) |  |
| Trusts and Bequests |  |
| Bank Account – Operational |  |
| Other investments - |  |
| **TOTAL ASSETS (A)** |  |

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| 1. **Debts owing (Current Liabilities)** | **$** |
| U Ethical |  |
| Bank |  |
| Individuals |  |
| Loans and borrowings (including long-term loans) |  |
| Other (please specify) - |  |
| **TOTAL LIABILITIES (B)** |  |
|  |  |
| **NET POSITION (A - B)** |  |

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| 1. **Trusts and Bequests** | |
| Total value of Trusts and Bequests | $ |
| Value of Trusts and Bequests tied to a particular purpose | $ |
| Name/s of Trusts and Bequests |  |
| Brief description of the designated purpose/s |  |

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| 1. **Investments** | |
| Total value of Investments | $ |
| Value of Investments tied (special purpose) investments | $ |
| Brief description of the designated purpose/s |  |

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| 1. **APPLICANT’S FINANCIAL SUMMARY (INCLUDING PROJECT)**   Please complete the following financial summary. Please provide a copy of your audited statements for the last financial year and a projected income and expenditure statement for the period of the requested funding. |

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| 1. **INCOME** | **ACTUAL** | **BUDGET** | **FORECAST** | | | | |
|  | **2022** | **2023** | **2024** | **2025** | **2026** | **2027** | **2028** |
| Offering – Direct Debit & Envelope |  |  |  |  |  |  |  |
| Offering - Open Plate |  |  |  |  |  |  |  |
| Special appeals & donations |  |  |  |  |  |  |  |
| UCA Grant (new) |  |  |  |  |  |  |  |
| Other UCA Grants |  |  |  |  |  |  |  |
| Other fundraising |  |  |  |  |  |  |  |
| Property |  |  |  |  |  |  |  |
| Interest |  |  |  |  |  |  |  |
| Other - |  |  |  |  |  |  |  |
| TOTAL INCOME (A) |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **EXPENDITURE** | **ACTUAL** | **BUDGET** | **FORECAST** | | | | |
|  | **2022** | **2023** | **2024** | **2025** | **2026** | **2027** | **2028** |
| Minister’s Stipend |  |  |  |  |  |  |  |
| Mission & Service |  |  |  |  |  |  |  |
| Contributions to appeals |  |  |  |  |  |  |  |
| Local repayments |  |  |  |  |  |  |  |
| Property expenses |  |  |  |  |  |  |  |
| Administration & Communication |  |  |  |  |  |  |  |
| Utilities |  |  |  |  |  |  |  |
| Loan repayments |  |  |  |  |  |  |  |
| Other - |  |  |  |  |  |  |  |
| **TOTAL EXPENDITURE (B)** |  |  |  |  |  |  |  |
| **Bank at 31 December** |  |  |  |  |  |  |  |
| Amount committed for future expenditure |  |  |  |  |  |  |  |
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| 1. **Operating Surplus/ Deficit (A – B)** |  |  |  |  |  |  |  |

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| 1. **APPLICANT CONTEXT** |

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| 1. **Congregational Age Profile** | | | | |
| **Age**  **Group** | **Members** | **Attenders**  **(Non Members)** | **Total** | **Any Comments** |
| 0-9 yrs |  |  |  |  |
| 10-19 yrs |  |  |  |  |
| 20-29 yrs |  |  |  |  |
| 30-39 yrs |  |  |  |  |
| 40-49 yrs |  |  |  |  |
| 50-59 yrs |  |  |  |  |
| 60-69 yrs |  |  |  |  |
| 70-79 yrs |  |  |  |  |
| 80 + |  |  |  |  |
| **TOTAL** | | |  |  |
| **Note:** This summary is intended to assess attendance over the last year. If members/attendees are irregular, assess on a monthly basis. | | | | |

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| 1. **Congregation statistics** | **2021** | **2022** | **2023** | **2024**  **Estimate** |
| Average at worship per week |  |  |  |  |
| Number of households |  |  |  |  |
| Number of Confirmed members |  |  |  |  |
| Total Youth and Children |  |  |  |  |
| Average at church programs and activities (outside worship) per week |  |  |  |  |

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| 1. **Describe worship services and church programs/activities that are held regularly** | | | |
| **Service/program type or style** | **Frequency** | **Participants (church/community/both)** | **Average Attendance** |
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| 1. **UCA Online Surveys – Financial Return and Community Life Survey**   These surveys collate information on all congregations within the Synod. Please advise when the surveys were last completed. | |
| **Financial Return** | Yes, last completed for the year  No, a survey has not been completed |
| **Community Life Survey** | Yes, last completed for the year  No, a survey has not been completed |
| **If “no” to either of the above, please advise reason.** |  |

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| 1. **FUNDING HISTORY**   Has the applicant previously been in receipt of a grant from the Uniting Church for this or any other project in the past 5 years? If so, please provide details. | | |
| **Grant Reference** |  |  |
| **Program Name** |  |  |
| **Approved grant** | $ | $ |
| **Grant used to date** | $ | $ |
| **Status of program** | Ongoing, will conclude  Completed | Ongoing, will conclude  Completed |
| **Completed Evaluation report** | Yes, for the period  No, not yet. | Yes, for the period  No, not yet. |

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| 1. **ATTACHMENTS**   Please list below any additional documents provided with the application. |
| Terms of other grant funding or loans associated with this program  Audited statements for the last financial year  Projected income and expenditure statement for the period of requested funding  Any other attachments? |

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| **SECTION C – PROPOSAL ENDORSEMENT** |

Please submit this application, including a signed copy of this page, to the Presbytery Office on or before 5pm, **Monday 19 June 2023.** Once support is agreed, applications will be forwarded to the Grants Coordinator by **Monday 17 July 2023** via email to [grants@victas.uca.org.au](mailto:grants@victas.uca.org.au).

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| **APPLICANT DETAILS** |

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| **PROGRAM NAME** |  |

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| Submitted to       Church Council at its meeting dated      /     / | | | | | |
| Signed: | | | Name: | |  |
|  | | | Position: | |  |
|  | | | Date: | |  |
| Signed (if applicable): | | | Name: | |  |
|  | | | Position: | |  |
|  | | | Date: | |  |
| **CONTACT PERSON FOR PROJECT ENQUIRIES - all correspondence will be forwarded to the person named below.** | | | | | |
| Name | Mr Mrs Ms Miss Rev Dr | |  | | |
| Position |  | | | | |
| Address |  | | | | |
| Phone | BH |  | Mob |  | |
| Email |  | | | | |

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| **PRESBYTERY ENDORSEMENT** | | | | | |
| Submitted to       Presbytery at its       Committee meeting dated      /     / | | | | | |
| Signed: | | | Name: | |  |
|  | | | Position: | |  |
|  | | | Date: | |  |
| Signed (if applicable): | | | Name: | |  |
|  | | | Position: | |  |
|  | | | Date: | |  |
| **PRESBYTERY CONTACT PERSON** | | | | | |
| Name | Mr Mrs Ms Miss Rev Dr | |  | | |
| Position |  | | | | |
| Address |  | | | | |
| Phone | BH |  | Mob |  | |
| Email |  | | | | |

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| **PRESBYTERY SUPPORT** | | | | | | |
| Please provide details of the minute approving this application, to include date and minute number. |  | | | | | |
| Please indicate the level of support for the application. |  | Passed by consensus |  | Agreed by a majority |  | Formal procedure |
| Please provide a statement regarding the endorsement of this application including, but not limited to, any abstentions or opposition to the application, and reason for the agreed rank advised by presbytery. |  | | | | | |

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| **PRESBYTERY ASSESSMENT OF PROPOSAL** |

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| **PRESBYTERY**: |  |
| **APPLICANT/S**: |  |
| **PROJECT**: |  |
| **PRESBYTERY PRIORITY: (eg 1st of 10)** | Prioritised       of       considered by Presbytery |

1. **Please assess the proposal against the following criteria on the scale of weak to strong, and advise the overall position of the Presbytery committee. This information will be utilised by the Mission Grants Executive and Grants Panel to inform assessment and prioritising of this application in the context of all applications received.**

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| **Criteria – the proposed program:** | **Weak** | **Somewhat Weak** | **Neutral** | **Somewhat Strong** | **Strong** |
| * 1. Will operate across multiple UCA groups, a region or a presbytery (or presbyteries) |  |  |  |  |  |
| * 1. Will be governed by one Council of the Church, with a clear governance arrangement. |  |  |  |  |  |
| * 1. Is innovative and creative, and could extend beyond the term of the grant |  |  |  |  |  |
| * 1. Addresses at least one Synod priority |  |  |  |  |  |
| * 1. Aims to be self-sustaining |  |  |  |  |  |
| * 1. Is partially supported by participants, local congregations or relevant presbyteries |  |  |  |  |  |
| * 1. Brings together the skills and time of existing ministry personnel and lay leaders |  |  |  |  |  |
| * 1. Will be sufficiently supported by the capacity of the applicant/s to carry out the proposed project |  |  |  |  |  |

1. **Based on your reading of the application and responses to the criteria, please advise the considerations and perspectives of the Presbytery Committee regarding the following:**

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| * 1. Strengths and positive aspects of the proposal |  |
| * 1. Vulnerabilities and/or aspects not addressed |  |
| * 1. Mission directions of the applicant/s for the next three to five years |  |
| * 1. Life and future of this applicant/s and/or this project |  |

1. **What is your assessment for priority ranking?**

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|  | **A** | High support that this project be funded, noting strong alignment with one or more Synod strategic priorities. Must be funded. |
|  | **B** | Appreciate the value of the project, the need it is addressing and what it aims to achieve, however only fund if sufficient resources are available. |
|  | **C** | Unable to support the proposal. Do not fund. |
| **Reason for ranking:** | | |
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| **APPENDIX: Guidelines for Grants from Trusts and Bequests** |

**Purpose**

To assist UCA entities who are seeking funding to support mission programs and ministries, and are unable to fully fund the program from their own resources.

**Application Process**

* Applications will be invited in a specifically timed program, as determined by the Missional Grants Executive
* The application form is to be completed by the applicant congregation with sufficient detail to enable an understanding of the support that is required.
* Applications are limited to one mission program per form, noting that the program may be across several sites.
* Due to limited funding available, grants will be limited to the interest earnings available per year from the specified trusts and bequests. As such, a grant program may be supported but not fully funded as requested.
* The completed form and requested supplementary information is to be submitted to the applicant’s Presbytery for endorsement before submitting to the Missional Grants Executive for consideration. (The application should reach the Presbytery in sufficient time for the Presbytery to consult with the congregations as necessary).

**Fund Criteria**

The following fund sources are specific purpose bequests, the income earnings of which may be allocated for programs which closely align to the fund purpose.

1. **Kilmany Trust Fund**

**Background**

Kilmany Park "Farm Home for Boys" was purchased by the Presbyterian Church in 1923 because of a concern for the special protective care need for some boys over 10 years of age. The home was eventually closed in 1978.

**Criteria**

The original objectives stated: "To befriend poor boys of the city and such as through bad surroundings are in danger of becoming life-long inefficients or in some cases criminals, especially by teaching them farming or a skilled trade".

In September 1993 the Uniting Church's Australia Property Trust (Victoria) made application in the Supreme Court of Victoria for a Cy-Pres order. The trust was amended by Supreme Court order dated 21 September 1993, agreeing that:

*…The income of the Trust Fund and up to forty percent (40%) of the capital of the Trust Fund … shall be applied by the Trustee:*

*(a) for the relief, benefit and advancement of disadvantaged youth;*

*(b) for the advancement of education of disadvantaged youth;*

*(c) for the promotion of social and vocational skills of disadvantaged youth; and*

*(d) for the provision of accommodation for disadvantaged youth.*

*… “disadvantaged youth” means youth disadvantaged by economic or socio-economic hardship or ill-health.*

These funds are available to assist the mission of the Uniting Church in its work with disadvantaged youth.

**Location**

Monies from this fund may be used within both Victoria and Tasmania.

1. **WJ Craig Memorial Trust**

**Purpose and Conditions**

The trust instrument is a Deed of Trust and there have been three cy-pres orders varying the terms.

The purpose is set out in a Supreme Court Order dated 29 May 1998:

*… in lieu of the trusts declared in the Deed of Trust dated 26 October 1925, as varied from time to time by court order, the proceeds of sale of the property be held and used by the Uniting Church in Australia Property Trust (Victoria) under the name of the "W.J. Craig Memorial Trust" for the provision of services for families with children, and for children without families, who are in necessitous circumstances, without reference to religion or creed, for the purposes of promoting the economic, social, spiritual and physical well-being of such families and children.*

**Location**

Monies from this fund may be used within Victoria only.

1. **Harold Hughes Estate**

**Purpose and Conditions**

The trust instrument is a Will (and codicils) and there has been one Supreme Court order, dated 13 December 2002.

*Order says: (i) to hold its proportion of the balance of the proceeds of sale in a Fund entitled by reference to the estate of the deceased upon trust to pay the income thereof in each year for the purposes referred to in sub-clause (ii) hereof; (ii) for chaplaincy or programs of care supporting sick children or children with high medical needs and their families including children with disabilities, the location of such chaplaincy or programs of care to be determined by the Third Defendant (UCAPTV) in its discretion, in hospitals, community care facilities, respite care facilities, or at the homes of such children.*

**Location**

Monies from this fund may be used within both Victoria and Tasmania.

**Timing**

Applications for Mission Grants from the Mission Grant Fund will be open from April to June. Completed and endorsed forms are to be submitted to the relevant Presbytery Office by **Monday 19 June 2023** or a date advised by your Presbytery. Applications endorsed by the nominated Presbytery Committee are to be submitted to the Grants Coordinator by **Monday 17 July 2023**. Applications will be considered by a panel arranged through the Mission Grants Executive in August, following which a recommendation will be made to the Synod’s Ministry and Mission Committee and Property and Operations Committee for approval in September.

**Review Process**

* A committee comprising members of the appointed Missional Grants Executive Committee and nominated additional persons as required will review the applications and determine a recommended funding distribution for endorsement by the Ministry and Mission Committee.
* The committee will consult as necessary to clarify applications.

**Grant Distribution Process**

All approved grant funds are held at the UCA Synod Office, managed by Synod Accounting through the Grants Coordinator and the Trusts and Bequests Unit. The approved grant will be paid in monthly instalments by the 10th of each month into a bank account as nominated by the grant recipient. A **‘Bank Account Details’** form will be provided with the approval correspondence, together with an anticipated schedule of payments. Funding will be available for successful applicants from January 2024, however payments cannot commence until the completed form is returned and the program is scheduled to start. If the program is to commence later than January 2024, please advise as such on the form. The grant will be adjusted to be paid from the commencement month, for the approved duration and total sum according to the anticipated schedule, with any annual adjustments to occur at the anniversary of commencement.

Funding sources are carefully matched to the approved programs according to specific parameters. Therefore it is imperative that the use of the money adheres to the criteria for the relevant fund. Any part of the grant which is not required for the approved purpose must be returned for redistribution. Any variations to the program, including conclusion and commencement of personnel, need to be notified to the Grants Coordinator so that any adjustments to the grant instalments can be made as soon as possible.

**Annual Evaluation Reports**

Each congregation, presbytery or agency that receives a grant is required to participate in an evaluation process. A guidelines document and report template will be distributed at the beginning of each year for reporting on the prior year. Annual reports are due by April of the following year.

It is important to keep the Synod up to date with the progress of projects, partly to assist with understanding the strengths and weaknesses of programs over time which will then assist the Synod in their assessment of grant proposals in the future. The information provided in the reports will also assist the Synod to report to the managers of the funding source/s as to how the funds have been used.

**Contact**

For assistance with completing the application form or guidance through the process, please contact Natalie Brown, Grants Coordinator, either via telephone 03 9116 1960 or email [grants@victas.uca.org.au](mailto:grants@victas.uca.org.au)