

GRANTS AND LOANS

In 1976, the Diocese of Huron established an Administration and Finance Committee responsible to the Executive Committee of Synod (see Canon 29). The Grants and Loans Advisory Subcommittee of the Administration and Finance Committee (established by the Executive Committee of May 26, 1978 and confirmed at Synod 1997) is responsible for considering requests for grants, (Canon 24, Diocesan Mission Grants, and Huron Development Fund), and for loans (Canon 32, Revolving Loan, and Huron Development Fund), and to make recommendations to the Executive or Sub-Executive, through the Administration and Finance Committee.

Executive Committee: December 4, 1998 motion:

“That the applications to the Grants & Loans Advisory Board are completed and submitted two weeks before the meeting date, unless it is an emergency where the application will be considered at the Bishops’ discretion.”

GRANTS AND LOANS ADVISORY SUB-COMMITTEE

1. membership
 - a. The Sub Committee consists of at least FIVE members.
 - b. The Chair is appointed by the Diocesan Bishop and ratified by the Administration and Finance Committee. “At least one member of the Administration and Finance Committee on each Sub Committee, who preferably may be, but need not be, the chair of the Sub Committee”. (Motion 13, c) point 2, pg 4-12, Synod Proceedings 1997).
 - c. “Members of each Sub Committee appointed annually by the Bishop or his/her designate, and/or the chair of the Administration and Finance Committee and may be re-appointed for five (5) additional terms, following which the individual would not be eligible for re-appointment for two successive years.” (Motion 13, c) point 1, pg 4-12 Synod 1997).
2. conditional on **building project** approval
Approval of any grant or loan related to a **building project** which is a “rebuilding, structural change and any major repair or substantial redecoration” (Canon 14, Sec. 5), requires prior or simultaneous approval of Diocesan Council. Also, “at least 50% of the realistically estimated costs [must be] in hand, inclusive of any pledges.” (Canon 14, Sec. 6).

3. GRANTS

I Procedures for Grants

- a. Each application for a grant is submitted to the Diocese of Huron Secretary/Treasurer and concurrently, to the responsible Territorial Archdeacon, who forthwith investigate the same and forward their written recommendations thereon to the Diocese of Huron Secretary/Treasurer. The Committee may also request the recommendation of the Archdeaconry Commission involved, other committees of the Diocese, and/or outside professionals.
- b. All applications for grants are submitted by the priest and the Church Wardens of the congregation, in accordance with specific direction given them from a duly constituted meeting of the Vestry, (not the Parish Council). The intention to make such a request must be communicated to the Territorial Archdeacon before the vestry meeting.

- c. A Diocesan Mission Grant Application for assisted Parishes (page 8-3...4), must be completed, signed by officers of all congregations affected, and submitted each year for payroll-related requests. (Canon 24).
- d. Written requests for grants related to capital projects are accompanied by complete details of the proposed undertaking, reasons for the proposed undertaking, (showing how it will enhance the work of the Church), a firm bid or a reliable estimate satisfactory to the Diocesan Council or Diocesan Sub-Council, and a complete detailed plan, in writing, of the proposed financing, and details of other funding applications made and their result.
- e. All applications for grants are considered and approved or rejected by either the Diocesan Council or Diocesan Sub-council, after review and recommendations by the Grants and Loans Advisory Sub-committee, reporting through the Administration and Finance Committee.

II Terms of Reference for Mission Grants

This Committee weighs the merits of particular grant applications in relation to the funds available, the congregation's financial situation and apportionment history, and fairness to all other requests from across the Diocese:

- a. for payroll - related costs of clergy according to Canon 24 as provided for in the annual budget for Diocesan Mission Grants for parishes and native parishes,
- b. for any diocesan and parochial purpose from the Huron Development Fund. Some suggested specific guidelines for Huron Development Fund grants may be:
 - i. for unique capital projects which require grant funding due to special debt or trust fund circumstances where a loan would not be helpful to the parish applying, but proceeding with the project is perceived as good stewardship for the Diocese.
 - ii. for payroll - related costs of clergy as a one-time situation when the current year budget for Diocesan Mission Grants has been completely committed and the expense should not recur, (e.g. moving expenses);

4. **LOANS**

I Procedures for Revolving Loans Canon 32

- a. Revolving Loans may be requested by congregations in conjunction with all other reasonable means of funding. Loan requests will be considered in the context of the congregation's overall financial situation and apportionment payment history as declared to and confirmed by Diocesan sources.
- b. Each application for a loan is submitted to the Diocese of Huron Secretary/Treasurer and concurrently, to the responsible Territorial Archdeacon, who forthwith investigate the same and forward their written recommendations thereon to the Diocese of Huron Secretary/Treasurer. The Committee may also request the recommendation of the Archdeaconry Commission involved, other committees of the Diocese, and/or outside professionals.
- c. All applications for loans are submitted by the priest and the Church Wardens of the congregation, in accordance with specific direction given them from a duly constituted meeting of the Vestry, (not the Parish Council). The intention to make such a request must be communicated to the Territorial Archdeacon before the vestry meeting.

- d. Written requests for loans related to capital projects are accompanied by complete details of the proposed undertaking, reasons for the proposed undertaking, (showing how it will enhance the work of the Church), a firm bid or a reliable estimate satisfactory to the Diocesan Council or Diocesan Sub-Council, and a complete detailed plan, in writing, of the proposed financing, and details of other funding applications made and their result.
- e. All applications for Loans shall be considered and approved or rejected by either the Diocesan Council or the Diocesan Sub-council, after review and recommendations by the Grants and Loans Advisory Sub-committee, reporting through the Administration and Finance Committee.
- f. Except as otherwise authorized by the Diocesan Sub-council or the Diocesan Council, all Loans shall be paid back to the Diocese in monthly installments, on the basis of a minimum repayment of 10% of the original amount of the Loan in each year, plus 4% interest for the first four years, plus 1% additional interest for each year thereafter, (Executive Committee, March 1, 1990). Congregations are to enroll in the preauthorized payment plan. A repayment schedule will be sent to the congregation with written notification of Diocesan Council approval. See page 8-4...7 for Revolving Loan Agreement to be signed by the priest and churchwardens and returned to the Synod office with preauthorized payment plan arrangements.
- g. The congregation may pay any additional sum at any time without penalty.

II Terms of Reference for Loans from Huron Development Fund

In considering grants, the Sub Committee also determines whether or not the type of grant requested may qualify for a loan; alternatively or additionally. Some suggested specific guidelines for Huron Development Fund loans may be:

- i. for capital projects which may require more flexibility than the Revolving Loan terms allow (e.g. time frame expected for pay back may be quicker than 10 year term, especially if only required for bridge financing).
- ii. for other.

CHECKLIST FOR GRANT OR LOAN REQUEST

Refer to - Canon 42-Huron Development Fund
Canon 32-Revolving Loan Fund

Please use this checklist to confirm that your application is complete before submission:

- Completed Application Form
- Copy of Vestry motion and date of Vestry approving request, from a duly constituted Vestry Meeting.
- Territorial Archdeacon's written recommendation
- Details of undertaking for a capital project, including a firm bid or estimate and detailed plans.
- Description of proposed Ministry with detailed financial plan.
- 3 years of Annual Vestry financial reports (balance sheet, income statements, investment statements, etc)
- Current Mission and Ministry Plan
- List of other funding sources applied to and results

Please note that the following will be gathered from Diocesan sources:

- 10 year Accounting report on Apportionment, Payroll, and Investments

APPLICATION FOR GRANT OR LOAN

NAME OF CONGREGATION:			
DEANERY:			
REQUEST:	LOAN		GRANT
AMOUNT REQUESTED (LOAN):	\$		
AMOUNT REQUESTED (GRANT):	\$		
TOTAL COST OF PROJECT OR MINISTRY:			
DATE OF VESTRY:			
DESCRIPTION OF PROJECT OR MINISTRY:	(attach additional pages, as needed)		

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ARCHDEACON CONCURRENCE:	YES		NO	
OTHER FUNDING SOURCES:	(attach copies of application/s, if available)			
Name	Contact	Address	Amount	
(i.e. Jubilee Grant)	(Diocese of Huron)			
(i.e. Anglican Foundation)	(Anglican Church of Canada)			
(i.e. Bank/Credit Union)				

All requests are first considered by the Grants & Loans Advisory Sub-Committee. Their approved recommendation is presented to Administration and Finance Committee and then to Diocesan Council. Diocesan Council is the decision-making body in this instance.

Churchwarden:	(sign)		(print)	
Churchwarden:	(sign)		(print)	
Priest:	(sign)		(print)	

REVOLVING LOAN AGREEMENT
(Canon 32)

In consideration of a loan made by the Diocese of Huron to this Congregation, from the (circle one) Revolving Loan Fund / Huron Development Fund of the Diocese, the Priest and the Churchwardens of _____, as authorized by a Vestry meeting held on (mm/dd/yyyy) _____, promise to repay from the funds of the said Church, to the Diocese of Huron for value received, the total sum as follows:

Principal amount: \$ _____

For the term of: _____ years,

With interest per annum at the following rates: (Approved Executive Committee Mar 1, 1990)

4% for years 1 to 4

5% for year 5

6% for year 6 to 10

Commencing: (mm/dd/yyyy) _____ until all interest and principal have been fully repaid.

Churchwarden:	(sign)		(print)	
Churchwarden:	(sign)		(print)	
Priest:	(sign)		(print)	

NOTE:

Please forward the completed preauthorised payment agreement to the Synod office, at 190 Queens Avenue, London, Ontario, N6A 6H7, with the original signed copy of this agreement.

INTERNAL APPLICATION TRACKING

Office use:

Completed Application received (see checklist for criteria): (mm/dd/yyyy) _____.

Synod Office Information Gathering:

10 Year Accounting Report (Apportionment, Payroll, Investments) (mm/dd/yyyy) _____.

Archdeacon's Concurrence received (mm/dd/yyyy) _____.

Consideration Processing:

Loan/Grant considered by Grants & Loans Advisory Sub-Committee (mm/dd/yyyy) _____.

Recommendation:

_____ Return to parish, decline

_____ Return to parish, with recommendations and invite to resubmit

_____ Forward to Administration & Finance, with advice to accept

Loan/Grant considered by Administration & Finance Committee (mm/dd/yyyy) _____.

Recommendation:

_____ Return to parish, decline

_____ Return to parish, with recommendations and invite to resubmit

_____ Forward to Diocesan Council, with advice to accept

Loan/Grant considered by Diocesan Council / Sub-Council (mm/dd/yyyy) _____.

Result:

_____ Return to parish, decline

_____ Return to parish, with recommendations and invite to resubmit

_____ Accept

Post-Acceptance:

Signed Loan Agreement received (mm/dd/yyyy) _____.

Signed Pre-authorised Payment Agreement received (mm/dd/yyyy) _____.

INTERNAL GRANTS & LOANS SUB-COMMITTEE CONSIDERATION CHECKLIST

Application completeness:					
Form:	Yes		No		Why?
Assessment					
Vestry Motion:	Yes		No		Why?
Assessment					
Vestry Fin. Reports:	Yes		No		Why?
Assessment					
Mission/Ministry	Yes		No		Why?
Assessment					
Dio Accounts report	Yes		No		Why?
Assessment					
Archdeacon Concur	Yes		No		Why?
Assessment					
	Yes		No		Why?
Assessment					
	Yes		No		Why?
Assessment					
Outside Evaluations	Bishop's Office				
	Jubilee Committee				
	Lands & Property Committee				
Determination:					
Approve?:	Yes		No		
	Rationale:				
Loan:	Yes		No		Why?
	Source:	HDF			Revolving
	Terms:				
Grant:	Yes		No		Why?
	Terms:				