

# **BEQUEST FUNDS**

## *Application Procedures and Guidelines*

Maritime Conference has received several bequests over the years. In September 1998 the Conference Executive asked the Heritage and Resources Committee, specifically its Financial Support Unit, to administer these funds. The procedures and guidelines outlined below are intended to maintain easy access to them from various groups, pastoral charges and individuals, while simplifying the review of the applications.

### ***Guidelines:***

1. Applicants can be groups, congregations, pastoral charges, presbyteries, committees of conference, and individuals. Individuals are only able to apply for grants for educational purposes or due to financial distress for medical or other reasons.
2. After receiving presbytery approval, applications must be submitted to the Financial Support Unit who will review them quarterly. Applications need to be received in conference office prior to these meetings. Deadline for these applications are as follows: **March 31<sup>st</sup>**, **May 31<sup>st</sup>**, **August 31<sup>st</sup>** and **October 21<sup>st</sup>**.
3. Applicants from groups, congregations, and pastoral charges must have their application reviewed and supported by their presbytery. Presbyteries are to ensure the application is completed in full. Individuals should send their applications directly to the Financial Support Unit. Applications submitted by Conference committees or staff must be reviewed and supported by an independent review group (hereafter referred to as Review Group) before they are forwarded to the Financial Support Unit.
4. Successful applicants must submit a report of the work carried out using these funds at the conclusion of the project.

### ***Application Process:***

1. The applicant would complete an application and prepare all the necessary documents and obtain the agreement of the sponsoring body, e.g., official board, etc. The representative of the ministry or project would sign the application and send to the Presbytery Mission Support Convener or the Review Group.
2. The presbytery or Review Group would review the application to determine if it feels it is a worthy ministry/project and meets the guidelines for bequest funds. If the presbytery or Review Group feel more information is needed, they will be in touch with the applicant before endorsing it. The secretary of presbytery or representative of the Review Group would sign it and send it to the Maritime Conference Financial Support Unit.
3. The Financial Support Unit, will review the application using the terms of the bequest funds available to determine the amount of financial support and which of the funds will be used.
4. The Financial Support Unit will notify the contact person named on the application. If the application is successful, details on the transfer of funds will be arranged.

***Criteria:***

The bequests administered by the Financial Support Unit each have different criteria and therefore, it is sometimes difficult to match a request with a particular bequest. It is not important for applicants to identify the particular bequest to which they are applying or the criteria they feel they meet. The most important information needed is a complete application. The Financial Support Unit will match the application with the particular bequest depending upon the criteria of that bequest and the funds requested and available at the time. However, it may be instructive to know some of the criteria set out in the bequests themselves. They are:

1. For small United Churches in Nova Scotia
2. For religious and educational purposes in New Brunswick
3. For the support of needy (urban outreach) missions in Nova Scotia
4. For any purpose the Conference deems wise

The Financial Support Unit feels that although some funds can be used for any purpose, criteria are needed to prioritize the applications for the limited funds available. The criteria presently being used are:

1. Innovative or new programmes will be a higher priority than established programmes.
2. Programmes related to the work of the church will have a higher priority than capital projects.
3. Applicants would normally receive funds once.
4. Applicants would normally be expected to financially contribute to the programme for which funds are being requested
5. If other sources of funds are available for a programme, an explanation would need to accompany the application outlining why Bequest funds are being requested.
6. If an application is not completed in full, including the approval of presbytery or Review Group, then the application could be held to the next date.

**Applications are available from your Presbytery Mission Support Convener, Conference Office and also online at <http://www.marconf.ca/BequestFundsGuidelines.pdf> for the Guidelines and Criteria and <http://www.marconf.ca/BequestfundsApplication.pdf> for the application form.**

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