

**LCA Special Ministry Fund**

**Application Form**

**Note:** Refer to attached information sheet for details about who may apply for grants, the assessment criteria, and the application process. All applicants must complete sections 1 to 4 inclusive.

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| **1. Application details** (please print) |

**Name of applicant/s (district/department etc)**

**Name of project**

**Grant amount requested Application date**

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**$**

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| --- |
| **2. Contact details** |

**Name**

**Address**

## Postcode

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Telephone: Working hours** |  | **After hours** |  | **Mobile** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Email** |  | **Fax** |
|  |  |  |

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| **3. Project details** (please attach pages as an addendum if there is insufficient space) |

### Briefly describe the proposed activity.

### Clearly explain the objectives of the proposed activity.

**Explain the expected outcomes from the activity (with specific reference to how they will serve and benefit the wider church).**

**Explain how the proposed activity fits your strategic vision/plan (if your entity doesn’t have a plan please outline how it aligns to your responsibilities/terms of reference).**

**Explain how the proposed activity is consistent with the LCA’s Strategic Direction.**

**What would be the effect on your ministry and mission if this activity did not proceed?**

**If this is designed as an innovative activity (see explanation below) briefly explain its innovative features.**

**If the activity is designed to be of an ongoing nature, explain how it will be financially sustainable without further support from the Fund.**

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| **4. Project financial details** |

|  |  |
| --- | --- |
| Estimated total cost of project: | **$** |

**Financed by –**

|  |  |
| --- | --- |
| Own resources: | **$** |

|  |  |  |
| --- | --- | --- |
| **Grant requested:** |  | **$** |

**Budget breakdown**

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| --- | --- |
| **Expense type** | **Cost** |
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|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |
| Optional: You may also wish to include below the anticipated ‘in kind’ support for the project – eg a volunteer’s time committed to the activity and its estimated dollar value. |  |
| **Type of ‘in kind’ support** | **Estimated value** |
|  |  |
|  |  |
| **Total** |  |

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| **5. Applicant/s** |

**Name of applicant/s**

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By signing this application on the applicant:

1. confirms that it has not been possible to access funding for this activity from other sources
2. confirms that they do not have their own funding to fully implement this activity
3. agrees to submit a report of the activity on its completion to the LCA’s Office of the Bishop (refer contact details below)
4. agrees to return unspent funds at the conclusion of the activity, or if the activity doesn’t proceed
5. understands that a future activity of a similar nature will not be considered by the Fund.

**Authorised signatory**

|  |  |  |
| --- | --- | --- |
| **Name (please print)** | **Position held** | **Signature** |
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| **6. District Church Council endorsement (if relevant)** |

**Name of Church Council**

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By its endorsement of this application at the meeting held on :

1. confirms that it has assessed this proposal and agrees that the project is essential to support the mission and ministry of the applicant
2. confirms that no other funding is available for this project
3. agrees to regularly monitor the progress of the proposed activity, including receiving regular reports and ensuring that these are provided to the LCA’s Office of the Bishop (refer to contact details below).

**Authorised signatory**

|  |  |  |
| --- | --- | --- |
| **Name (please print)** | **Position held** | **Signature** |
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| **6. Churchwide authorising body or executive officer (if relevant)** |

**Name of authorising body or executive officer**

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By its endorsement of this application on :

1. confirms that it has assessed this proposal and agrees that the project is essential to support the mission and ministry of the applicant
2. confirms that no other funding is available for this project
3. agrees to regularly monitor the progress of the proposed activity, including receiving regular reports and ensuring that these are provided to the LCA’s Office of the Bishop (refer to contact details below).

**Authorised signatory**

|  |  |  |
| --- | --- | --- |
| **Name (please print)** | **Position held** | **Signature** |
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| **7. Office of the Bishop** |

**Decision (or recommendation to GCC Executive if application is over $10,000)**

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Office of the Bishop meeting held on :

confirms that it has assessed this proposal and agrees that the activity is consistent with the Fund’s criteria.

**Conditions**

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**Authorised signatory**

|  |  |  |
| --- | --- | --- |
| **Name (please print)** | **Position held** | **Signature** |
|  |  |  |

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| **8. General Church Board (or delegate)** |

**Decision**

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GCB/delegate meeting held on :

confirms that it has assessed this proposal and agrees that the activity is consistent with the Fund’s criteria.

**Conditions**

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**Authorised signatory**

|  |  |  |
| --- | --- | --- |
| **Name (please print)** | **Position held** | **Signature** |
|  |  |  |

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| **Grant Application Information Sheet** |

**CRITERIA**

The object of the LCA Special Ministry Fund is to provide grants for specific activities within the LCA which are consistent with the LCA’s Strategic Direction and could not be normally undertaken using funds from the LCA or LCA district budgets or other LCA-related funding sources.

Applicants will need to demonstrate how the proposed activity supports the objectives of the applicant’s ministry and/or responsibilities, how it will advance the work and mission of the wider church, and whether it is consistent with the objects of the church and the current strategic priorities of the LCA.

Grants provided will be for a specific purpose and will not be made for programs which are of an ongoing nature. In addition, grants will not generally be approved if the applicant has previously received funding through the Special Ministry Fund for a similar activity. Innovative proposals are encouraged so that new ideas are tried and the wider church can benefit and learn from those that are successful.

The following are some categories of activity that may qualify for a grant from this Fund:

* Conferences and seminars:
  + - An eligible LCA entity plans to hold a conference or seminar on a ministry-related topic and is open to attendance by LCA members, members of other churches and people from the wider community. Financial assistance is required for presenter costs, travel expenses of attendees, and venue and catering expenses.
    - A person, with an endorsement from an eligible LCA entity, plans to attend a conference or seminar that will generate mission and ministry ideas that the person will then share with other church members through conferences, seminars, and workshops. Financial assistance is required for travel and accommodation costs.
* Training courses for church members: Financial assistance is required to meet the course costs of the training provider, as well as venue, materials and catering costs if the course is not being delivered by an institutional training provider.
* Training trainers: A pastor, lay worker or church member wishes to attend a relevant mission-related training program and they will use this training to train other church personnel. Financial assistance is required for training program fees and travel expenses (note: applications from individuals seeking support to attend a training course for the purposes of professional development will generally be referred to the LCA’s Scholarship Fund).
* Study tours: Assisting an LCA pastor or lay worker in a unique mission situation (eg where there has been an influx of African refugees) to undertake a study tour in order to better understand and serve in that situation. Financial assistance is needed to meet travel and associated costs.
* Research and learning: An eligible LCA entity is seeking to better understand the context or environment to help inform and shape their ministry plans and activities. Financial assistance is required to pay for access to source materials and other research-related costs.
* Resource development: An eligible LCA entity has identified a need within/from the church for new resources, including worship, devotions/Bible studies, and study guides on specific issues and topics. Financial assistance is required to collate/curate resources, prepare materials, and to support their publication (web/video or hardcopy).
* Resources: An eligible LCA entity is undertaking an activity that requires one-off resource inputs to support its implementation. Financial assistance is required for hardware equipment, or to meet the costs of a software program (note: the link between the activity and the proposed input will need to be clearly demonstrated. The Fund will not pay for equipment that is for the purposes of ‘general operations’).
* Innovation: An eligible LCA entity has an idea for a ministry activity that aims to connect with the local community. Financial assistance is required to develop the activity and pilot it (note: applications in this category will need to demonstrate how the activity, if successful, will be sustained without further support from the Fund).

Applications for support which fall outside these categories will be considered, but will need to meet the Fund’s overall criteria.

**ELIGIBILITY**

Applications for grants may be made by the LCA’s departments, agencies, auxiliaries, committees and commissions; districts and their departments; and congregations and parishes. All applications from district departments, or congregations and parishes, must be endorsed by their local District Church Council (DCC).

**FUNDING LIMIT**

The maximum grant available through this Fund is $10,000. Applications of over $10,000 will be considered, subject to GCB (or its delegate) approval.

**REPORTING**

Applicants provided with grants will be expected to provide a completion report to the LCA Office of the Bishop detailing the outcome of the activity, including details of those aspects of the activity that were successful and those that did not succeed as planned.

**APPLICATION PROCESS**

1. District-sourced applications and supporting documentation must be lodged with:

The Administrator/Executive Officer

c/- LCA District Office (where the applicant is a district department, congregation, or parish)

1. Applications are endorsed by DCC at their regular meetings. Contact your district office for meeting dates.
2. Application forms from LCA churchwide departments (authorised by their respective governing body or authorising officer), and application forms from LCA districts with DCC endorsement are forwarded to the LCA Business Manager as follows:

LCA Special Ministry Fund

c/- LCA Office of the Bishop

197 Archer Street

North Adelaide SA 5006

OR (preferred)

Email LCASpecialMinistryFund@lca.org.au

The Office of the Bishop meets on an ad hoc basis as required to consider the applications.

1. The LCA Office of the Bishop will advise the applicant and district office (if applicable) in writing of approval/non approval of the application.
2. After approval, applicants will be required to submit a grant payment details form to the LLL, who administer the Fund, to confirm the arrangements for grant payment.

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**November 2018**