

Church Maintenance and Improvement Grant

Guidelines and Application Form

Church Maintenance and Improvement Grant

1. Purpose

The **Church Maintenance and Improvement Grant** provides funding to parishes whose responsibility it is to maintain their church buildings and property to provide the faithful a safe and accessible place in which to worship. This grant helps fund major repairs or renovations to a maximum of \$10,000 per parish and may only be applied for once every five years. This grant has been available for several years and is now formalized through this grant application.

Requirements and Eligibility

- ✓ The parish community must acknowledge their responsibility to ensure their church building is a safe and respectful place to gather as Christians to celebrate the Divine Liturgy, the sacraments and engage in all aspects of parish life. This grant will only support projects to this end.
- ✓ The application is for new undertakings only. Priority will be given to requests of an urgent nature or where financial support would be most beneficial to a growing and viable parish community.
- ✓ Eligibility for this grant is based on several factors including: financial status of the parish, viability of the parish, urgency of need, nature of the project, and how the project will sustain the parish and its ongoing ministry.

2. How to Apply

Please complete the following application, including all supplementary documents, and submit to the pastoral centre. Applications are reviewed monthly, and grants offered based on priority, need and availability of funds under this program. Currently, the Eparchy budgets \$40,000 annually for this program but this may change from year to year. Once an application is reviewed the parish will be notified on the status of their application and, if successful, the amount approved. In situations where the annual amount has been fully allocated, a grant may be approved for the following year. At the end of the project, the parish will be required to submit a final project report. Funds will be mailed to the parish address.

Contact

Questions may be directed to 780 424 5496 or accounting@eeparchy.com

Release Date: June 2021

Church Maintenance and Improvement Grant Application

Part 1: Contact Information

Parish name, address and pastor	
Contact name, phone number and position in the parish	
Names of people who prepared this application	
Has your parish/district applied before?	

Part 2: Parish Membership

Number of parishioners	
Number of active parishioners (attending Divine Liturgy at least once per month)	
Future 5-year plan to ensure your parish is viable (anticipated growth, programs, outreach)	

Part 3: Project Scope

Outline your project scope, the timeline, and resources. Please be specific.

Church repair/renovation project name	
Is this a new project or ongoing?	
What work is required to be done?	
How much of the work will be done by volunteers vs professionals?	
Who will be responsible for the project?	
Timeline of the project (proposed start date and end date)	
If the parish is hiring contractors, quotes from at least 3 companies are required and must be included with this application. These companies must also provide their warranty and insurance coverage, including WCB.	
Will this project address the full scope of work that needs to be done?	

Part 4: Indicators of Success and Potential Sustainability

Please discuss the outcome you would like to see for the project.

What are the implications of this project for your parish?	
What would happen if this project were not undertaken?	
How will this project sustain your parish and its ongoing ministry (consider the increasing urbanization and demographic shift of active attendance in our churches)?	
Will your parish undertake this project even if grant funds are not available?	
Could your project be postponed to a later date if necessary?	

Part 5: Pillars of Parish Renewal

Please indicate how all three pillars of parish renewal are reflected in your project. Refer to the Eparchy's 25 Year Plan, [Evangelization, A New Springtime – Encountering the Person of Christ](#).

Word: To Know God How does your project support the understanding and development the Word of God, and the knowledge of our faith? Eucharist: To Love God How does your project align with providing a place for giving encounter with God through things such as prayer and sacraments? Service: To Serve God How does your project allow your parish to serve the faithful by being good stewards of all that rightly belongs to Him (time, talents, resources, etc.)?	
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Part 6: Financial Information

Please be specific in completing the budget. A final financial report is required at the end of the project or fiscal year, whichever comes first.

Total cost of project	
Grant amount being applied for	
Detailed budget outlining all projected expenses. Please attach.	
Have any organizations been asked to support this project through monetary donation, offering volunteers, or partnering?	
Please provide your recent financial statements including all bank and investment balances.	

Part 7: Disclaimer

All successful applicants agree to have their projects posted on the eparchial website.

Part 8: Final Report

Either after the project is complete *or* by December 31 of the current year (whichever comes first), a final report or a progress report is to be submitted to Director of Finance. This report will include pictures, anecdotes and testimonials as well as a financial statement with receipts.

Part 9: Approval signatories on behalf of the parish

Submit this completed application to:

Director of Finance

9645 – 108 Avenue, Edmonton AB T5H 1A3

accounting@ceparchy.com

Pastor Name: _____

Signature: _____

Date: _____

Pastoral Council Chair Name: _____

Signature: _____

Date: _____

Treasurer Name: _____

Signature: _____

Date: _____