

CEDAR GLEN FUND

Applications from Centres of Education

Criteria and Process:

The Cedar Glen Fund provides grants to support centres of education within The United Church of Canada.

1. Centres of education include theological schools, training centres, and camps within The United Church of Canada.
2. Applications must be received by **March 15, June 15, October 15 or December 15**, *and prior to* the event or commencement of the program.
3. Funds granted may provide “seed money” for a program, workshop, event or initiative and will not normally cover the total costs of the proposed activity.
4. Funding is not available for capital expenses.
5. Should a grant be given, and the program/workshop/event generate funds that would more than cover the cost, please consider returning up to the amount of the grant you received so that others may benefit.
6. Application must contain a detailed budget of the event/program. The budget must contain both sources of income (including fundraising) and expenses.
7. For all events, the maximum grant is \$2,000 per year or one-third of the cost of the event, whichever is less. A new application must be submitted annually for recurring events. Initial approval does not guarantee future approval.
8. Applicants should not assume that requests will be granted automatically. Each application will be considered individually and measured against funding criteria, and the availability and fair distribution of funds.
9. Applications can be made for future events. Grants will be given in the calendar year the funds are to be used.
10. Cheques will be issued to the centre for learning, not to individuals.
11. A copy of the evaluation by planners must be provided for future use by the Cedar Glen Fund committee. A final report showing costs and revenues for the event must also be provided. Future funding will not be given if evaluations have not been received.

**CEDAR GLEN FUND
APPLICATION – Centres of Education**

THIS FORM MUST BE FULLY COMPLETED AND SUBMITTED WITH ADDITIONAL INFORMATION AS REQUESTED.

Name of centre of education: _____	
Contact person: _____	
Address, inc. _____	
Postal code _____	
Telephone	
_____	(Day): _____
_____	(Evening): _____
e-mail: _____	(Fax): _____
Amount Requested: \$ _____	(Other): _____
Make cheque payable to: _____	_____

How is your centre of education affiliated with The United Church of Canada?

Is this a new or recurring event? **New** **Recurring**

How was the need for this event or project discovered?

How will this event enrich the ministry and mission of The United Church of Canada?

How will the event be evaluated?

If this is a new event which is planned to be recurring, outline future funding plans.

Please attach a statement of purpose, length, location, itemized budget (income and expenses), and expected source of participants.

Signature of applicant: _____ Date of Application: _____
 Telephone: _____
 E-mail address: _____

For Use by Toronto Conference Cedar Glen Fund Committee Only

Amount approved:	\$ _____	Date Approved:	_____	Signature: _____
Cheque #:	_____	Date Issued:	_____	Signature: _____
Forwarding Letter to Applicant:		Date Mailed:	_____	Signature: _____
Date evaluation received:			_____	Signature: _____

Send the completed form to: Cedar Glen Fund Committee
 65 Mayall Avenue
 Downsview, ON M3L 1E7

CEDAR GLEN FUND EVALUATION FORM
Centres of Education or Groups and Organizations

NAME _____ DATE _____

ADDRESS _____ POSTAL CODE _____

EVENT NAME _____

Would you have participated in or planned this event without funding assistance? Yes
No

How did you find out about this funding assistance?

Would you recommend this course to others? Why or why not? Or What did you learn when planning this event?

How did you benefit from this event?

How will you share this experience with your church, community, Presbytery or Conference?

Following completion of this course, please return this evaluation form along with a short report on how the money was spent to Toronto Conference, 65 Mayall Avenue, Toronto, ON M3L 1E7. Please attach a copy of the program outline if you have it.

Thanks for your assistance. It is very much appreciated