

CEDAR GLEN FUND

Applications from Groups and Organizations

Criteria and Process:

The Cedar Glen Fund provides grants to groups and organizations within Toronto Conference affiliated with The United Church of Canada to provide opportunities for study, contemplation, training and recreation.

1. Applications must be received by **March 15, June 15, October 15 or December 15**, and prior to the event or commencement of program.
2. Funds granted will provide “seed money” for a program, workshop, event or initiative and will not normally cover the total costs of the proposed activity.
3. Groups or organizations may submit applications for programs, workshops, events or initiatives which will enrich the ministry and mission of the group or organization. When an event is funded under the Groups and Organizations category, individual funding requests to attend that event will not be accepted. Please make this clear on your registration materials. If necessary, registration fee support funding may be included in the Group request.
4. Funding is not available for capital expenses or salaries of permanent or existing staff positions. Honoraria for temporary staff assistance for an event may receive funding.
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. Applications for less than \$300 will not be accepted.
8. For new events, the maximum grant is up to one-third of the cost of the event to a maximum of \$4,000.
9. For recurring events, the maximum grant is \$2,000 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.
10. Cheques will be issued to groups or organizations, not to individuals.
11. 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.
12. Applications can be made for future events in the following year. Grants will be given in the year the funds are to be used.
13. A copy of the evaluation by planners must be provided for future use by the Cedar Glen Fund committee. *A financial 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 – Groups and Organizations**

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

Name of group or organization:	_____		

Contact person:	_____		
Address, inc. postal code	_____	Telephone	
	_____	(Day):	() _____
	_____	(Evening):	() _____
e-mail:	_____	(Fax):	() _____
Amount requested:	\$ _____		
Name of event:	_____		
Date of event:	_____		
Make cheque payable to:	_____	(Other):	() _____

How is your group or organization affiliated with The United Church of Canada?

How was the need for this event or project discovered?

Is this a recurring event? YES (\$2,000 maximum grant) NO

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

How do you propose to make use of the funds, should a grant be given?

How will the event be evaluated?

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

Signature of applicant:

Date of
Application:

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 Educations or Groups and Organizations

NAME _____ DATE _____

ADDRESS _____ POSTAL CODE _____

LAY or MINISTRY PERSONNEL (Check the appropriate box.)

EVENT NAME _____

Would you have participated in this course 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 event, please return this evaluation form to Toronto Conference, 65 Mayall Avenue, Toronto, ON M3L 1E7. Please attach the program of the program outline if you have it.

Thanks for your assistance. It is very much appreciated.