
GUIDELINES AND CRITERIA FOR TECHNOLOGY SUPPORT GRANTS FOR PASTORAL CHARGES

Technology support grants are available to assist small membership pastoral charges whose financial base is modest and who have very limited access to other forms of funding with which to purchase technology. Multi-point pastoral charges with income up to \$150,000 are eligible to apply in 2004. Pastoral charges must outline in writing how the capital purchase will support the mission and ministry of the pastoral charge.

A grant of up to \$2,000 may be provided to a pastoral charge on a dollar for dollar basis as local funds are also committed. For instance, if a computer system costs \$3,000 the pastoral charge must raise at least the first \$1,500. This could be matched by a technology support grant of up to \$1,500 from the General Council Support to Local Ministries. If a computer system cost \$5,000 the maximum technology support grant would be \$2,000. The pastoral charge will have to make-up any difference beyond the ceiling of \$2,000.

Pastoral charges must clearly indicate how capital purchase of new technology will enhance the mission and ministry of the pastoral charge. For instance, how will a new computer, fax machine or other technology strengthen the pastoral care, worship, evangelism, Christian education or community outreach of the pastoral charge.* Computers should have the capacity for a modem in order to facilitate communication via the Internet. Please submit a financial statement showing that matching funds will be raised.

The application is to be fully completed by the pastoral charge and must include Presbytery approval and Conference endorsement. Incomplete information could result in delays in dealing with the application. Regardless of the number of applications sent in, the Presbytery should set them in order of priority. If only one application is sent in and it is considered to be "low priority," this should be noted as there may be higher priority applications from other Conferences. The General Council Support to Local Ministries Unit should approve the application **before the equipment is purchased**. Applications will be entertained where purchases have been made within 3 months of Presbytery approval. Technology must be purchased and receipts provided no later than November 30 of the year in which the grant is made.

Copies of the Technology Support Grant policy and application forms are available from Conference offices.

* During a conference call in June 2003, the Mission Support Consultation decided that requests for copiers would be eligible but given a lower priority. Office furniture is excluded.

CRITERIA FOR TECHNOLOGY GRANTS

To assist small, financially challenged pastoral charges, an amount of \$40,000 has been allocated from the Capital Assistance Fund to match dollars committed by pastoral charges for technology in 2004. The Financial Support Group of the Support to Local Ministries Unit has developed the following criteria to evaluate and rank Technology Grant requests from pastoral charges:

- a) pastoral charge category re: isolation and multi-point
- b) pastoral charge income
- c) urgency recommended by Conference and/or Presbytery
- d) breadth and clarity of strategic plan

Applications for matching grants up to \$2,000 must be approved by Presbyteries and Conferences and submitted to Support to Local Ministries (SLM) by June 15. The Financial Support Group will meet to consider the applications and will announce the grants as quickly as possible.

Once approved, 75 % of the grant will be sent. The remaining 25% will be sent following the receipt of copies of proof of purchase(invoices). Every pastoral charge receiving a Technology Grant is required to use the grant within the calendar year, returning confirmation to SLM of the amount actually spent by November 30, and returning any unused funds. Unspent and returned funds may be made available to other congregations whose Technology Grant requests could not be met.

The Financial Support Group has established three levels of priority: 3 - high, 2 - medium, 1 - low to assess pastoral charge applications in relation to the following criteria:

Isolation and Communications Challenge

- High: Isolated, Multi-point
- Medium: Two or more-points
- Low: Single-point

Total Income

- High: under \$70,000 per year
- Medium: under \$110,000 per year
- Low: over \$150,000 per year

Degree of Urgency

- 1, 2 or 3, set by Conference/Presbytery. (Comments appreciated.)

Breadth and Clarity of Mission Plan: Tell how better technology could help you**Some Examples of Technological Applications**

- High: assisting special education and training needs
 - networking with mission partners
 - enhancing worship (music keyboard, projection system)
- Medium: improving record-keeping or labour-saving by computer
- Low: upgrading computer, printer and software
 - adding a fax machine

CAPITAL ASSISTANCE: TECHNOLOGY SUPPORT GRANT APPLICATION CA 5A
Application for Pastoral Charges

Please complete four copies. Three copies must be forwarded to and signed by the Secretary of Presbytery. The Secretary or Presbytery Convenor will forward two copies to the Conference for endorsement and who, in turn will forward one copy to the General Council for approval.

Applications must be submitted and approved by Presbytery, endorsed by Conference and approved by the Financial Support Group, Support to Local Ministries **before equipment is purchased**. Previous purchases made within 90 days of Presbytery approval will be considered if the application is accompanied by a suitable explanation.

Name of Pastoral Charge _____ # of points _____

Name of Congregation _____

Mailing Address _____

Are all points aware of this application? _____

Have you received a Mission Support grant recently? _____ When? _____ How much? _____

Has a Technology Grant been provided in the past? Yes No

Presbytery _____ Conference _____

Detailed description of equipment to be purchased _____

Mission Strategy

How will the purchase of new technology support the mission of the ministry? How will a new computer, software, fax machine, musical keyboard strengthen the pastoral care, worship, evangelism, Christian education or community outreach programs/priorities of the pastoral charge? Be specific.

CAPITAL ASSISTANCE: TECHNOLOGY SUPPORT GRANT APPLICATION CA 5A
Application for Pastoral Charges

THE FOLLOWING MUST BE INCLUDED WITH THE APPLICATION:

- **Financial Statement for the latest year-end showing revenues and expenses for the congregation and pastoral charge**
- **A Balance Sheet for the latest year-end for the congregation and pastoral charge**
- A current quote for desired purchases
- Pastoral Charge to whom the cheque is made payable. The grant will be made in two installments based on proof of payment.

FINANCIAL PLAN FOR EQUIPMENT

Total Cost \$ _____

Cash on hand \$ _____

Grant requested \$ _____

Expected date of purchase? _____

Pastoral Charge / Congregation to whom cheque is payable _____

Mailing Address _____

OFFICIAL BOARD ACTION:

It was moved by _____ and seconded by _____ and carried,
that _____ be authorized to make application to the Capital
Assistance Fund for a Technology Grant of \$ _____ and to apply to Presbytery for approval.

Date of Meeting _____

Signature of Chairperson or Secretary

PRESBYTERY ACTION:

The foregoing application was duly considered at a meeting of the Presbytery of _____ held on
_____ at _____ and approval was given as follows:

Secretary of Presbytery _____

CONFERENCE ACTION:

Endorsed by: Conference _____ Date _____
Name and Title

Conference Comments – Please fill in below

Priority Ranking: High _____

Medium _____

Low _____