

TORONTO SOUTHEAST PRESBYTERY PRACTICE & GUIDELINES	
EXECUTIVE PRACTICE	Practice Number: 2011-001-EP
Practice Name: Grant Application Process – The Presbyteries of Toronto Conference Corporation (PTCC)	Date Approved: May 14, 2011 Dates Amended:
To be Reviewed: 2 years after approval and every 5 years thereafter To be Reviewed by: Executive with input from Finance and Property Team	Date Last Reviewed:
Purpose of this Practice: To define the process, timeline and requirements for initiating and approving applications for grants from The Presbyteries of Toronto Conference Corporation.	

Background and Context:

The Presbyteries of Toronto Conference Corporation (PTCC) was established to hold and invest funds accruing from the reorganization of Toronto Conference and make available income and capital grants to support the work of the Presbyteries. In the establishing of PTCC, the founding presbyteries have agreed to an Operating Agreement setting out among other matters what funds may be available and conditions there to. PTCC has developed grant forms and other operational requirements which are set out in their website: <http://www.ptccorp.org/index.php>

Other sources of funds available to support the work of the Church are summarized in Appendix A to this document.

The PTCC Operating Agreement sets out the following types of grants

- i. **Annual Net Income Grant** of the net income earned by the Toronto Southeast Fund within the PTCC portfolio based on what is earned in prior year. Presbytery may request grants up to the amount of the expected net annual income. Funds not granted may be held for future use and allowed to earn additional income, or capitalized at the discretion of the Presbytery.
- ii. **Annual Capital Grant** of up to 5% of total capital in the Toronto Southeast Presbytery Fund as of beginning of year. An annual grant can be broken up into several grant requests through the year. Three months notice required.
- iii. **Church Development/Redevelopment Project Grant** of up to 10% of current value of capital assets in Toronto Southeast Presbytery Account, less any Annual Capital Grant in that year. Six months notice required. As per the Operating Agreement approved by all four presbyteries,
- iv. **Major Church Development/Redevelopment Project** of more than 10% but not more than 20% of capital in Toronto Southeast Presbytery Account. Six months notice is required.

PTCC Requirements are set out in The Presbyteries of Toronto Conference Corporation Operating Agreement and such other requirements as the PTCC Board may determine but include the following:

- i. Presbytery must apply for annual net income grant (up to the net amount earned) and Capital Grants
- ii. Applications should be timed to the quarterly meetings of the PTCC Board.
- iii. Requests for grants must be approved by the plenary of Presbytery with suitable notice.
- iv. Church Development Projects must meet the Toronto Conference definition/criteria for church development. Church development/ redevelopment refers to the work of any congregation or

congregations working together to redevelop property or programs to meet the needs of the community they serve. This could include but not be limited to amalgamation, specialized ministries such as youth, seniors, and community ministries, and it may or may not involve property.

Toronto Southeast Presbytery Procedure for PTCC Grants:

1. PTCC Annual Net Income Grant

- i. Finance & Property Team will obtain the most current information from PTCC and make recommendations as part of or prior to the annual budget submission setting out:
 - Block amount to allocated to outreach grants which M&O shall determine, and/or
 - Amount to be applied to operating budget or other specified presbytery financial needs, and/or
 - Amount to be retained in PTCC for a later grant application in the year or future years and/or the amount to be added to the capital amount.
- ii. Time frame: It is anticipated that in September, PTCC will provide an estimate of income expected for that calendar year and available to be used in the following calendar year.
- iii. When the allocations proposed by Mission and Outreach Support are approved (by the plenary), the PTCC grant applications will be completed and forwarded to PTCC by the Presbytery Secretary for payment.
- iv. PTCC Board members representing Toronto Southeast Presbytery will be advised by the Presbytery Secretary of the grant applications being forwarded.

2. PTCC Capital Grants

- i. Grant requests may be initiated by a congregation, outreach ministry, mission or camp within the Presbytery or by a Presbytery constituted body or jointly by a Presbytery body working with one of the foregoing.
- ii. A PTCC grant application form may be augmented by Finance and Property to ensure the receipt of sufficient information for the presbytery discernment process.
- iii. Grant requests should be initiated by a grant application to the Executive with a copy to Finance & Property and any other relevant Presbytery team or group.
- iv. On receiving a grant application the Executive will strike an ad hoc review team with representatives from the Executive, Finance and Property, Mission Strategy and other Teams having oversight and/or responsibility for the work the grant is intended to support.
- v. Timing of Grant Request will be important as PTCC will deal with them at their quarterly Board meetings which may fall approximately March 31st, June 30th, September 30th, and December 31st or a few days prior or following. The corresponding plenary meetings of Presbytery would be March, May, September and November.

Annual Capital Grant

Proposal Initiated	Presbytery Review Process	Executive Considers	Plenary Approval	PTCC Board Consideration	Funds Available on 3 month notice
Apr – May	May - Jun	Sep	Sep	September	Jan
June – Sep	Oct	Nov	Nov	Dec/Jan	Mar/Apr
Oct – Dec	Nov	Dec	Jan	Mar/Apr	Jun/Jul
Jan	Feb	Mar	Mar	Mar/Apr	Jun/Jul
Feb – Mar	Mar – Apr	Apr or May	May	Jun	Sep/Oct

- vi. All grant requests will be referred/copied to Finance & Property, Mission Strategy and other members of the review team.
 - Finance & Property will advise on
 - the availability of funds
 - need if any to combine grant requests in the event of multiple requests
 - process and timing of requests
 - Administrative and/or Program and Public Witness Teams will advise on how the grant supports their mandate and mission of presbytery, either as broadly understood or specifically articulated. The relevant Teams will meet with those initiating the request and make a recommendation of support or non-support.
- vii. Executive will review the grant requests and advice from the review team before making a recommendation to plenary for approval or non-approval.
- viii. Finance & Property will assist as required to ensure that grant requests are put into proper format and made available to the Presbytery Secretary for forwarding to PTCC.
- ix. PTCC Board members representing Toronto Southeast Presbytery will be advised by the Presbytery Secretary of the grant applications being forwarded.
- x. The Executive will report on the disposition of grant requests to those initiating the requests and to Presbytery.
- xi. The Executive, Finance and Property Team and related Presbytery Teams will receive timely reports from grant recipients as to results of program for which funding is requested and the work supported by the grants.
- xii. The Presbytery plenary will receive timely reports of work supported by successful grant requests, and the Executive will pass on these reports to PTCC.

3. **Financial Reporting of PTCC Funds**

- i. PTCC is expected to report its financial results quarterly and its investment portfolio annually. All reports will be forwarded to the Treasurer and Finance and Property Team.
- ii. The Finance and Property Team will review PTCC reports and as may be required will provide comment and synopsis to the Executive.

Based on the financial reports received from PTCC, the Treasurer will provide an annual summary report on the Southeast Presbytery Fund held by PTCC.

APPENDIX A: OTHER FUNDING SOURCES

INVESTED FUNDS OR FUNDS WHICH MAY BE AVAILABLE TO SUPPORT THE WORK OF CONGREGATIONS AND/OR PREBYTERY

1. The Presbyteries of Toronto Conference Corporation (PTCC) both net annual income and capital grants as per PTCC policy and the practice set out in the foregoing document.
2. Annual income from St. Enoch's Fund held and owned by The Toronto United Church Council (TUCC) for the benefit of Toronto Southeast Presbytery.
 - a. Original Investment: \$287,500
from sale of St. Enoch's Church Building (\$185,000) and Sale of Hungarian Church building (\$102,500_
 - b. Purpose of Fund: "to assist congregations and mission units serving downtown Toronto to minister effectively to human needs in all dimensions of society, both within congregations and in the communities of the inner city." (From Toronto South Handbook)
 - c. The Mission and Outreach Ministries Team provides the necessary discernment and recommends grants from the St. Enoch Fund income for Presbytery approval and submission to TUCC.
3. Bathurst Corporation will soon be in a position to offer grants to congregations and clarify the requirements and conditions for such grants.
4. The Toronto United Church Council (TUCC) In a letter dated November 15, 2010 TUCC advised presbyteries that with the restructuring of Toronto Conference and the dissolution of agreements between TUCC and Toronto Conference regarding Church Development, the planning, research and financing for church development and the support of church development leaders had become the responsibility of the presbyteries who now had access to funds formerly accruing to TUCC through Toronto Conference. TUCC will continue to provide leadership and resources in Church Development as Presbyteries and Congregations may decide to use their services

TUCC will continue to provide Capital loans to congregations, mission units, or United Church Corporations with the prior approval of Presbytery. Information, conditions and forms are found at the TUCC website <http://www.tucc.ca/capitalloans/capitalloans.html>

5. The United Church of Canada See Financial Assistance Handbook of UCC available through the website http://www.united-church.ca/files/handbooks/financialresources_abbrev.pdf but here are some examples
 - a. Capital Assistance Fund: The purpose of the Capital Assistance Fund is to provide financial assistance for the renewal and development of congregations, camps, education centres, community ministries, and chaplaincies. Assistance is available in the form of loans and targeted grants for eligible pastoral charges/congregations and other ministries that would otherwise be unable to undertake or complete these projects_
 - b. Vision Fund: The purpose of the Vision Fund is to support innovative, creative, and new congregational youth and young adult ministry in The United Church of Canada. The Vision Fund is available to members and ministries of the United Church of Canada. In 2010 it appears to be funding Greening initiatives

The Toronto United Church Council – St. Enoch's Fund

1. Finance and Property will obtain and review current financial information re St. Enoch's fund annually.
2. Finance and Property will determine the amount available from St. Enoch's fund and convey that to Mission & Outreach Ministries in time for their discernment process.