



The Presbyterian Synod of Otago and Southland

level 5, Evan Parry House, Princes St, Dunedin 9054 | www.synod.org.nz

Synod use only
Year:
No.

9/14

Executive Officer: Fergus Sime, Level 5, Evan Parry House, 43 Princes St, PO Box 1131, Dunedin 9054
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Charities Commission Registration Number CC33597

Application for Allocation of Income for Mission and Evangelism Purposes

this form is available as an email attachment

Read this first:

- The **Synod Executive Officer** is available to assist you to complete this form. Contact details are above.
- Return this form to the Synod Executive Officer, **P.O. Box 1131, Dunedin 9054 by 15 June or 15 October**. Results will be notified in the following September or April. Successful applicants will be subject to regular review by Synod.
- **You must complete ALL sections and provide ALL information requested (8 pages).**
- Your answers must be legible and concise (preferably typed.) Include extra material if it is necessary, and don't write outside the boxes – this may not photocopy. A WORD copy is available from the Synod Executive Officer to type directly into.
- Allocations are most commonly made on a one-off basis, though may be given over three years, with up to 50% of a project's cost in the first year, then can be on a decreasing scale thereafter.
- The applicant will have raised a portion of the needed funds before work commences, excluding any Synod allocation.
- If any borrowing is needed for the project separate Presbytery and Synod approval is required if the amount is over \$5,000. Contact the Synod Executive Officer for further details.

Priority will be given to:

1. Projects with a clear support base and focus to a wider community – doing the most good for the most people (e.g. Synod-wide or presbytery-wide projects, though applications from individual parishes are accepted.)
2. Innovative projects with well-researched, clearly defined goals.
3. Payment of salaries (other than stipend-based positions), rather than equipment.

Parish

contact person for application details

phonecell.....

postal address

Post Code.....

email address

Is this a joint application? ☐ Yes ☐ No If yes, name the other partner(s)

Project title and brief description

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Amount applied for: \$ per year, over one / two / three years (circle one)

If application is for more than one year, state total amount requested: \$.....

Is this application: ☐ the first for a new project? ☐ for further funding for a project which has already received an allocation from Synod? ☐ a repeat application, after an earlier one was unsuccessful?

Date project application was approved by Session/Parish Council/Camp Committee: ... / ... / ...

Signed on behalf of applicant

Vision & Background to Project

Explain how the vision for this project came about and the background that lead to this application.

Parish Mission Statement & Goals:

Please put your Mission Statement and Goals here or on an attached page so we can see how your application fits in with these.

Purpose and Action:

Either: explain the main objectives of this project, and how you intend to meet them

Or: (If you have previously received funding for this project), explain how well have you met to date the main objectives of your project, as stated in your original application?

How will you evaluate your progress? (explain in detail what will be done, how often, and by whom)

How will you know you have achieved your objectives?

Project planning:

What is the main emphasis of the project?

- ☐ Christian education ☐ youth work ☐ adult evangelism ☐ community outreach
☐ Other

How many people do you expect to gain direct benefit from this project?.....

What research have you done to verify there is a need for this project, and that it will not duplicate other existing services?

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How will this project provide life-enhancing experiences for people isolated from the pastoral support of the church; in particular those who are disadvantaged or alienated from society?

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How will this project strengthen the local congregation/ Presbytery /Synod?

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.....

Have you consulted the Synod Staff person/people about this application that covers the age group your application is for? ☐ Yes ☐ No

Will this project proceed if you do not receive funding from Synod? ☐ Yes ☐ No

Where else have you sought/plan to seek funding from and how much is being sought?

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Planned start date of project Planned length of project

If you receive an allocation from Synod, how do you plan to fund the project once Synod support ends?

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Who will lead the project?

What relevant skills/ qualifications does s/he have?.....

Will the project involve the employment of staff?

If yes, how many? Total _____ full time _____ part time _____ casual

4.

Outline your projected budget (up to 3 years)

Salaries	1 st yr	\$	2 nd yr	\$	3 rd yr	\$
Equipment		\$		\$		\$
Rental, power, phone etc		\$		\$		\$
Totals		\$		\$		\$

Please attach a detailed project budget.**Financing your project :**

Total estimated cost of project \$ over years

Available cash in hand for this project \$

Expected from donations and fundraising \$ ***excluding this application***

Funds to be borrowed see notes page 1 \$

Statistical information: (For parishes only) If this is a joint parishes application, combine your figures (See www.presbyterian.org.nz for church statistics, under Resources for Parishes link.)

	<i>last financial year</i>	<i>previous year</i>
Number of members on your roll (previously called communicants)		
Annual Average number of adults attending worship		
Annual Average number of children attending worship		
Total receipts		
Total payments		
Assembly Assessment Levy		
% of A A actually paid		

If you paid less than 100%, explain why*If AA is not paid in full, your application may not be considered*

If you have invested funds which are not being used for this project, explain why

If these funds are 'tagged' for a specific purpose, can they be 'untagged'?

☐ Yes ☐ No

If no, why not?

Who will manage the project finances?

Position:

Please attach the latest set of Annual Financial Reports.What allocations have you received from Synod's Mission & Evangelism Fund for ALL applications you have made in recent years?**2010:** \$ **2011:** \$ **2012:** \$ **2013:** \$ **2014:** \$**If you have been allocated funds for this project previously, please complete the Evaluation Form found on the Synod website or from the Synod Executive Officer and send it in with this application**

Funds Held by the Church/Campsite/Organisation

From your latest Annual Statement of Financial Position or Balance Sheet that is attached please detail below the funds held into the following categories: (attach separate page(s) if required) Please total each section A – D. Note: The total of categories A – D should equal total funds held.

A. Funds given or raised for a specific purpose. The purpose has been specified by the donor (e.g. for a particular building, outreach work, Sunday School, overseas mission) or a fundraising venture where the use of the money is specified and publically stated prior to the money being received.

Fund Name	\$	Specific Purpose
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B. Funds held from the Sale of Property. These figures are to *exclude* capitalised interest received on these funds.

Fund Name	\$	Name of Property
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C. Funds given specific designation by Deacons' Court/Board of Managers/Parish

Council. These are funds that the church court has decided to designate for a particular purpose e.g. a bequest is received for the general purposes of the church and the church court decides to put the money in a building fund or a percentage of general funds money is put into a building fund by a decision of the church court.

Fund Name	\$	Original Source
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D. General Funds. These funds are available for any purpose. E.g. This includes capitalised interest received on Sale of Property Funds, bequests for general purposes and General Funds.

Fund Name	\$
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What money including investments is available for general use in the parish that is not specifically tagged for such things as buildings?

Does the parish have any future financial commitments that might be significant? **Yes/No.** If Yes, explain below.

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Please note: We do not want letters of support with your application.

Have you completed ALL sections and provided ALL information requested on ALL 8 pages? If you haven't, the Synod Executive Officer will contact you to seek the missed information.

Return this form to the Synod Executive Officer, P.O. Box 1131, Dunedin 9054 by 15 June or 15 October.

This section to be completed by Presbytery:

We have assessed this project, and are satisfied that:

- ☐ The objectives of the project are achievable, and in keeping with our goals and priorities
- ☐ The applicant has the capability to complete the project
- ☐ We endorsed this application by formal resolution at a Presbytery meeting held on / /
- ☐ We are not satisfied that the project should proceed, and at a Presbytery meeting held on / / declined to endorse this application, because:

Signed Presbytery Executive Officer / /