

## **Check List**

### **Information you will need to fill out the online 2027 Mission and Service Grant Application (note shift in name from “Mission Support” to “Mission and Service”)**

**Identification.** The online application form will ask you the following basic questions:

- name, phone number, email address of contact person
- your organization’s name, address and charitable status number
- name/title of program or project
- whether your organization is a pastoral charge or outreach ministry (treating all applicants that are not pastoral charges as “outreach ministries”) If you are a pastoral charge, you will be asked to upload your pastoral charge’s most recent living faith story. For the specifications needed for the Living Faith Story, see Toolkit #2. If your pastoral charge does not have a Living Faith Story, please be in touch with regional council staff to assist.

**Program Description.** The form will also ask you to give a description of the proposed program in answer to a number of short questions. Answer each one succinctly and clearly in one or two sentences (text boxes allowing for approximately 200 words). Note: the commission members will be reading many applications – it is to your advantage to be succinct and to the point. If you feel the need to say more, there is a final question that allows you to give the commission more information. These short questions are:

- the vision or mission plan for your pastoral charge or outreach ministry
- the community you are serving with this grant, the number of people served, the age group of the people served, and the geographical area or neighbourhood
- a description of the program/activity to which the grant will be applied
- why you are applying for a grant and how this ministry aligns with the goals of Mission and Service and/or the national and regional funding priorities listed on the first page of the application (see also the links that are there)
- how many years you anticipate needing such a grant
- your financial plan for decreasing the grant request in future years
- the effect on the ministry/program if your organization does not receive the requested amount. What will be the outcome? Will the program be cancelled? And what will be the impact on the ministry as a whole
- if your application is successful, how your organization will recognize the financial support provided by The United Church of Canada within your organization and the broader community
- how you will track progress (provide measurable goals)
- a final question allowing you to give further information you see as pertinent to your application. (Feel free to leave this question blank.)

**Financial Statements and Other Supporting Documents.** The form will also ask you to upload the following financial documents:

- direct deposit information
- a copy of your most recent fiscal year’s audited or reviewed financial statements, as well as the internal budget for the same period.

- a copy of your current year-to-date financial statements for the period closest to the application date, including the current approved operating budget for the year.
- a copy of the proposed budget for the grant you are requesting that details how the grant will be used
- there will also be a text box giving you an opportunity to report any other sources of income. This would be any other sum of money that is expected but has not yet been received into your bank accounts

***Previous Applications.*** If you received a mission support grant from the regional council in 2025, the form will ask you:

- what went well, what did not go well, and any wisdom you would share with others (text box allowing for approximately 200 words)

***Mission and Service Grant Request.*** The form will also ask for the following information related to your financial request:

- amount of request
- upload a copy of the board motion, ideally with wording that mentions the amount being requested (the executive directors of some outreach ministries are authorized to make grant applications on behalf of their organizations – if this applies in your case, please indicate)
- date of board action

***Signature:***

- Finally, you will be asked to provide a signature certifying that all the information provided in the application is correct and that you have the authority to make this application on behalf of the applying organization.
- position or title of signatory

**Applications will be received until Monday, September 21, 2026**  
***We thank you in advance for your 2027 Mission and Service Grant Application***