

GRANT POLICY

Preamble

Each year, Toronto United Church Council provides grants from its Restricted Funds to various congregations, mission units and social agencies.

Program grant requests of up to \$5,000 will be reviewed and approved by staff. Grant requests in excess of \$5,000 will be reviewed by staff and forwarded, together with a staff recommendation, to the Board of Directors for final review and approval.

Grants reviewed and approved by staff will be reported to the Board of Directors at its next regular meeting following such approval.

Staff will:

1. carry out a careful review of the case statements provided by the applicants prior to grants being made,
2. confirm the charitable status of the applicant,
3. confirm that the applicant, where applicable, has first applied to other granting sources within the United Church,
4. ensure the purpose of the grant meets the purpose and criteria of the Restricted Fund providing the funding.

Grant Agreement Preparation

1. All grants made by Toronto United Church Council may be subject to a Grant Agreement being signed by appropriate representative(s) of the congregation, agency or body receiving the grant.
2. Staff will be responsible for the nature, content and scope of the Grant Agreement with counsel provided by the Board and Committees of Council as requested.
3. When preparing a Grant Agreement, staff will consider the appropriateness of including the following items:
 - a) a well defined commitment of how the funds will be used (e.g. general budget support, specific project, capital improvements, etc.)

- b) specific conditions required by Toronto United Church Council (e.g. church court approvals, building permits being obtained, insurance being in place, estimates being obtained, progress reports being provided, a declaration of other funding partners, etc.)
- c) covenants by the recipient (e.g. appropriate recognition of support, clearly naming Toronto United Church Council as a partner in all promotion and publicity, using the Toronto United Church Council logo on brochures/letterhead, providing Toronto United Church Council with copies of any research or analysis which may be generated, permitting Toronto United Church Council to review press releases or promotional materials related to the project before they are released, being provided with a list of participants if funds used to sponsor an event, etc.)
- d) the submission of a financial statement of the event/project and the annual financial statement of the organization for the year in which the grant was made (i.e. evidence of use).
- e) a declaration that funds may not be assigned to other agencies or causes beyond the original recipient.
- f) indemnity for Toronto United Church Council.
- g) the return of any unused funds not required for the specific program or project for which the grant was made.

Approved January 1996
Revised June 2004
Revised December 2013