

**GRANT APPLICATION GUIDELINES
COMPASSIONATE JUSTICE FUND APPLICATION (formerly GHDA)
SYNOD OF BRITISH COLUMBIA – ELCIC**

INTRODUCTION

In addition to supporting ongoing programs, the Compassionate Justice Fund (formerly GHDA) provides support for hunger related projects including education, advocacy, and emergency relief in the British Columbia Synod. Project proposals can be submitted for consideration by British Columbia Synod Committees, offices, auxiliaries, congregations or congregational committees, ecumenical groups, and projects with ELCIC Lutheran involvement.

THE GOAL OF THE COMPASSIONATE JUSTICE FUND

Project must support the goal of the Appeal which is:

To engage the sustained commitment of ELCIC British Columbia members and congregations in God's mission of:

- *alleviating hunger, poverty, and social and economic injustice*
- *understanding the causes of hunger and poverty*
- *walking with the poor to find solutions to these injustices*
- *local British Columbia disaster relief*

OBJECTIVES OF THE APPEAL

Specific project must support **at least** one of the following specific objectives of the Appeal. These objectives are:

- a. To provide immediate relief of hunger and other emergency needs
- b. To assist people in the struggle to deal with the causes and effects of poverty through long-range development
- c. To educate the church and its members and the wider community to understand and confront the causes of hunger, poverty, and social and economic injustice
- d. To promote social and economic justice, including support of and advocacy for government and corporate policy and program changes.

HOW DO YOU MAKE A PROPOSAL TO THE COMPASSIONATE JUSTICE FUND APPEAL?

Written proposals must be submitted in advance. Applications will be accepted twice a year (by January 31 and August 31). Decisions regarding allocation of funds will be made when appropriate. Requests for emergency assistance will be considered throughout the year. More information may be requested from applicants prior to final decisions. Ongoing programs must apply annually.

Once submitted, the project proposal will be considered by the Synod of British Columbia Compassionate Justice Fund committee and a recommendation will be made for support. These recommendations will be made based upon the availability of funds and the distribution of funds in support of the Appeal's goals and objectives. The committee has absolute discretion in the granting of all or any portion of the moneys requested. All funds will not necessarily be expended in any given year. Decisions may be deferred depending on availability of funds and / or competition for same.

WHAT MUST BE INCLUDED IN A PROPOSAL TO THE COMPASSIONATE JUSTICE FUND APPEAL?

Project proposals must be made in writing to the Synod of British Columbia Compassionate Justice Fund Committee. They may be submitted in either paragraph or point form. Each proposal must include the following information.

- 1. A brief statement of the purpose and objectives of the project.**
Who are you? What do you want to accomplish? Why? With / for whom?
- 2. A rationale indicating how the project is related to the goals and objective of the appeal.**
- 3. A clear description of the strategy and timeline for implementation.**
How are you going to do it? What are the target dates for measuring your progress?
How is the target group (are the beneficiaries) incorporated into the design, implementation and evaluation of the project?
- 4. A description of any co-sponsoring organizations (i.e. Community groups, other congregations, etc.) and the role each is playing.**
- 5. A detailed budget for the project**
How much will it cost? Who will contribute financially or "in-kind" (i.e. value of donated supplies, labor, equipment, etc.)? How will the funds be used?
- 6. A projection of possible outcomes**
Who will be served? What will be the impact? How will the projects be evaluated, when and by whom?

WHAT SIZE GRANTS DOES THE COMPASSIONATE JUSTICE FUND PROVIDE?

Typical grants are in the range of \$500 to \$1500. Larger or smaller grants will be considered.

WHAT ARE THE FINANCIAL REQUIREMENTS OF RECEIVING A COMPASSIONATE JUSTICE FUND GRANT?

Applicants for Compassionate Justice Fund grants are expected to make significant cash or "in-kind" contributions, and / or fundraise to support their project. Notice of grant approval will explain the disbursement process for your grant. At the completion of the project, a copy of the project financial statement must be forwarded to the Synod Compassionate Justice Fund committee. [If the project does not proceed as proposed, the full amount of the grant must be returned.]

WHAT DO YOU DO WHEN THE PROJECT IS COMPLETED?

A final report should be written within two months of the stated completion date of the project and forwarded to the Synod Compassionate Justice Fund committee. It should include the results as determined in your evaluation, the extent to which you met your and Compassionate justice Fund objectives, and a description of any unexpected developments and how they played out in your project. In addition, what did your group learn about running this project that might be helpful to other groups planning similar ventures?

[Future requests may not be accepted if complete final reports have not been provided.]

WHO CAN ANSWER YOUR QUESTIONS?

To apply or if you have further questions, please contact:

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