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PO Box 1131, Dunedin 9054

phone: 03 477 7365 or 0800 76 22 22 mobile: 027 404 8468

email: [synod.otago.southland@xtra.co.nz](mailto:synod.otago.southland@xtra.co.nz)

*Charities Commission Registration Number CC52209*

**Application for Allocation of Income for Mission and Evangelism Purposes**

*this form is available as an email attachment*

**Read this first:**

* Those eligible to apply are: Synod of Otago & Southland, Southern Presbytery, Congregations that are members of the Presbytery & Synod, Presbyterian Campsites affiliated to the Synod & Presbytery, Other ministries recognized by Southern Presbytery as alternative forms of mission & ministry.
* The **Synod Executive Officer** is available to assist you to complete this form. Contact details are above.
* Return the completed form to the Synod Executive Officer **by 15 June or 15 October**, **preferably by email attachment** or to **P.O. Box 1131, Dunedin 9054.** 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 (9 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.
* **Applications must** be for the employment of people and deployment of resources at Synod, Presbytery, and Parish level in the field of Christian education, youth work, evangelism, and outreach with emphasis towards persons who are unchurched or underprivileged. Unchurched: Those outside the fellowship or pastoral care of the church. Underprivileged: Those who are not enjoying the normal living standards or rights and privileges of society, including the educationally and socially disadvantaged.
* Priority projectsare those which have been identified by the committee as having strategic regional significance, and Synod-wide benefits. They are given a higher level of funding, which can be guaranteed for up to 3 years.
  + Other allocations are generally for one year but can be for up to 3 years, though applicants may apply again.
  + For some applications it may be appropriate to allocate up to 50% of the annual cost of the project for the first year and then on a decreasing scale in subsequent years, but for other applications it may not be appropriate.
  + As a general rule, priority will be given to the payment of salaries, personal services and materials and not for the payment of interest, debt reduction or capital expenditure or equipment.
  + Priority will also be given to: The training and employment of workers for outreach to the community; Provision of media and communication resources relating to Mission & Evangelism; Assisting in social outreach to the community.
  + Applications from parishes which have not paid their Assembly Assessment in full are given low priority.
* 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. Mission and evangelism through the employment of people in the fields of Christian Education, youth work, evangelism and outreach particularly to the unchurched or underprivileged.
3. Innovative projects with well-researched, clearly defined goals and objectives.
4. Payment of salaries rather than equipment.

**Parish** ……………………………………………….………………………..……………………………………….

**contact person** **for application details** ……………………………………..……………………………………

**phone** …………………….…………**cell**…………………………………………….

**postal address** ………………………………………….…………………………….……………………………….………………………………………………………….……

**Post Code**…………..…………………

**email address** ……………………………………..……….………………………………….…….……………….

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

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**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**

**Name** …..………………………………………… **Position** ………………………………………….

Signature …………………………………………….. Date …. / …. / ….

1. **Parish** ……………………………………………….………………………..……………………………………….
2. **contact person** **for application details** ……………………………………..……………………………………
3. **phone** …………………….…………**cell**…………………………………………….
4. **postal address** ………………………………………….…………………………….……………………………….………………………………………………………….……
5. **Post Code**…………..…………………
6. **email address** ……………………………………..……….………………………………….…….……………….
7. **Is this a joint application?** ⬜ **Yes**
8. ⬜ **No** **If yes, name the other partner(s**)
9. ……………………………………………………………………….…………….....……….…….…………………...
10. **Project title and brief description** ……………………………………………………………………..……………………………………………………………………………………………………….……………..….…
11. …………………………………………………………………………………………………………………………………………………………………………………………………….
12. …………………………………………………………………………………………………………………………………………………………………………………………………….
13. **Amount applied for: $ . . . . . . . . . . . . . . . . . per year, over one / two / three years *(circle one)***
15. **If application is for more than one year, state total amount requested: $.................................................**
16. **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?**

**Vision & Background to Project**

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

3.

**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 🞏 children

🞏 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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Which Synod staff member(s) have you consulted and when about this application? Executive Officer...../……/………

Children and Family Advisor....../……/……… Youth Advisor...../……/……… Mission Advisor...../……/………

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? ⬜ Yes ⬜ No

If yes, how many? Total \_\_\_\_\_\_\_\_ \_\_\_\_\_ full time \_\_\_\_\_ part time \_\_\_\_\_ casual

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| --- | --- | --- |
| **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.)  *last financial year previous year* | | |
| 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* | | |

**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* $ ……………………**

**Outline your projected budget (up to 3 years)**

Salaries 1st yr $ ……………. 2nd yr $ ……………. 3rd yr $ …….........

Equipment $ ……………. $ ……………. $ ……………

Rental, power, phone etc $ ……………. $ ……………. $ ……………

Totals $ ……………. $ ……………. $ ……………

**Please attach a detailed project budget.**

**Other Statistical information**

Average number of children involved in groups that meet on days other than Sundays (e.g. Brigades, Mainly Music, Messy Church, Kids Clubs etc.) Please specify group name and numbers:

**Group Name Average Attendance**

**Financial**

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?

**2020: $ ………..…… 2021: $ ……...……. 2022: $ ……………… 2023: $ ………..….. 2024: $ ………..….**

**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**

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?

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**

**B. Funds held from the Sale of Property.** These figures are to *exclude* capitalised interest received on these funds.

**Fund Name $ Name of Property**

**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**

**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 $**

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** **preferably by email** to the Synod Executive Officer, or by mail to P.O. Box 1131, Dunedin 9054

**by 15 June or 15 October.**

**This section to be completed by Synod Staff**

**From your experience of the parish/campsite and the neighbouring area around, what comments would you like to make to the Committee that may assist them in their decision making?**

**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 …. / …. / ….

8.