

Approval Process for Funding Assistance (DAF and Emergency Grant)

Phase 1

Form 1 – Getting Started

Form 1 is the starting point for all applications. This is a tool for applicants to consider the context of the community beyond themselves, the process that led to the initial idea and how this fits with the vision of **mission and/or ministry opportunities** of the applicant. By submitting this form early in the process, this allows for other councils of the church to provide early feedback.

Phase 2A

Form 2A – Discerning and Deciding

Form 2A documents the discernment between the entity and their discernment partner and facilitates development of the initial project idea to a more defined plan of action and how this idea responds to the overall **missional vision and strategy**. For requesting a Disability Access Fund or Emergency grant, this relates to the reasoning for the proposed use, why it is necessary to seek a grant, and how the project fits with the congregation's long term strategy and enhances missional opportunities.

Phase 3C

Form 3C – Application for Funding Assistance

Form 3C provides details of the proposed loan for approval. It specifies how the type of grant, up to what amount, and how the grant funds are to be used. Additional information required to support the application includes: quotes of the works associated with disability access (if applicable), profit and loss statements and balance sheets for the last 2 years and financial projections and budgets for the current and following year to demonstrate the current financial position of the congregation. The details of the related projects should be submitted via application at the same time (eg **Build**).

Phase 4

Post – Approval

Once approved, the funds are set aside by Accounting Services in a specific account and drawn down as required. If the funds are to be used for capital works a *Request for Payment* form will be sent with the approval correspondence for the congregation to complete and submit with invoices for payment to the service providers.
