



Anglican
Diocese of
Ottawa

ADO Future Fund Grant Program

ADO FUTURE FUND GRANT PROGRAM

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1. GRANT PROGRAM ANNOUNCEMENT

The Anglican Diocese of Ottawa is excited to announce the launch of the Future Fund Grant Program, designed to support our diocese's strategic priorities for contextual mission and new worshipping communities. This grant funding opportunity is only open to parishes within our diocese, providing vital resources to help bring innovative and impactful initiatives to life. The Future Fund Grant program aims to create and foster new expressions of worship and community engagement that reflect the unique needs and opportunities within our diocese. Applications are now open for the upcoming grant cycle.

Grant requests are flexible, ranging from under \$1,000 and up to \$10,000.

2. GRANT CYCLE

Applications are accepted twice per year. Starting in 2025, the application deadlines are March 15 and November 1.

3. GRANT AMOUNT

Grant requests are flexible, ranging from under \$1,000 and up to \$10,000 with some flexibility available per application, based on project needs. No matching funds from the parish are required.

4. WHO CAN APPLY

The Future Fund grant is only available to Anglican Diocese of Ottawa parishes in good standing.

5. ELIGIBILITY CRITERIA

- a. Grants are available to parishes in the Anglican Diocese of Ottawa to support contextual mission and / or the creation of new worshipping communities.
- b. Projects and/or initiatives which are local to the church's neighbourhoods, engage with new people, and demonstrate an innovative approach to the creation of new mission and ministry will be given priority.
- c. Completed projects are not eligible for funding.
- d. If an application does not meet the requirements (e.g., incomplete), the applicant may reapply during the next cycle. Each parish may submit one successful application per year.

6. HOW TO APPLY: DATES AND REQUIREMENTS

- a. There are two grant cycles per year. Application deadlines are 11:59 PM ET on March 15 and November 1.
- b. Parishes can download the application form from the Diocesan website at ottawa.anglican.ca/resources/for-parishes/future-fund-program/
- c. Only fully completed applications submitted by the deadline will be considered.

There are two grant cycles per year:

March 15 and
November 1.

7. APPLICATION FORMAT AND SUBMISSION METHOD

Application must be prepared and submitted electronically using the Future Fund application form on the Diocesan website.

Confirmation of Receipt: Upon submitting your grant application, you will receive a confirmation email to acknowledge that your application has been

successfully received. If you do not receive the email within 24 hours, please contact us at development@ottawa.anglican.ca

Late Submissions: Applications submitted after the deadline will not be considered. Please ensure your application is submitted by the stated deadline to be eligible for review.

If you have any questions or experience issues during the application process, please contact development@ottawa.anglican.ca

8. REQUIRED DOCUMENTS

- a. A covering letter of introduction which includes the endorsement of the parish incumbent and/or parish corporation.
- b. A summary description of your contextual mission project. This must include a statement of objectives and how success will be measured. This must also include the process the parish followed to identify needs and the rationale behind choosing this approach.
- c. A statement of why you are passionate about the project and why it is important to your parish and its local communities.
- d. Your action plan and project timeline should include SMART goals:

- Specific:** Clearly defined
- Measurable:** Trackable with criteria
- Achievable:** Realistic and attainable
- Relevant:** Aligned with contextual mission, new worshipping communities; ADO strategic priorities
- Time-bound:** Include a clear deadline

- e. A detailed budget outlining all expenses related to the development, launch, and implementation of your initiative; all sources of income should be included for projects relying on funding beyond the Future Fund grant.
- f. Identify staff and volunteers needed to implement the initiative.
- g. The project must begin within three months of grant approval by the Future Fund Panel and be completed within 12 months. If more time is needed, please contact the diocesan Director of Finance for an extension approval.
- h. Successful applicants must complete the Contextual Mission Self-Evaluation Tool ottawa.anglican.ca/resources/for-parishes/future-fund-program/ within six months of receiving the grant.

Your Action Plan to include:

SMART goals:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

9. EVALUATION CRITERIA

Each grant application will be reviewed and assessed according to the following:

- a. Alignment with Strategic Priorities supporting Contextual Mission and New Worshipping Communities
- b. Community Impact (participation from those beyond parish congregation is encouraged)
- c. Process the parish followed to identify needs
- d. Feasibility and Sustainability
- e. Innovation and Creativity (includes project launch of new ministry/mission, addresses new need or challenge within parish's neighbourhoods)
- f. Financial Need and Budget Clarity
- g. Leadership and Team Capacity
- h. Measurable Outcomes and Accountability

10. DECISION AND NOTIFICATION

We aim to notify all applicants of the funding decision within four weeks of the application deadline. Successful applicants will receive further instructions regarding the grant agreement and next steps.

Grant requests are flexible, ranging from under \$1,000 and up to \$10,000.

11. GRANT AGREEMENT

Successful applicants will be required to sign a Grant Agreement outlining the terms and conditions of the funding. This agreement must be signed and returned before any funds are disbursed. The agreement will include project timelines, reporting requirements, and expectations for the use of funds.

12. DISBURSEMENT OF FUNDS

Grant funds will be disbursed upon receipt of the signed Grant Agreement. Payment details, including the schedule and method of the disbursement, will be outlined in the agreement. Disbursements may occur in full or in installments, depending on the size and scope of the project.

13. MONITORING AND REPORTING

Future Fund Grant recipients are required to provide regular updates on the progress of their project. This includes submitting interim and final reports as outlined in the Grant Agreement. Reports should cover project milestones, financial updates, and the overall impact of the project. The frequency and format of reporting will be specified in the agreement to ensure accountability and transparency.

14. RECOGNITION AND FOLLOW UP

Future Fund Grant recipients are encouraged to publicly acknowledge diocesan support in their project materials and communications. Upon project completion, recipients may be invited to share success stories, testimonials, and photos or videos for diocesan publications, social media, and the website. Follow-up meetings may be scheduled to review project outcomes and discuss any further support needed for future initiatives.

15. KEY DEADLINES

For Application Submission Deadline of March 15, 2025:

- a. November 8/9, 2024 - Official notice of upcoming Future Fund Program at Synod 2024
- b. January 17, 2024 - Campaign Launch Announcement for Grant program and application opening
- c. March 15, 2025 - Application submission deadline**
- d. March 19, 2025 - Initial review of applications (administrative checklist review)
- e. March 24, 2025 - Committee review and scoring of applications
- f. April 1, 2025 - Committee decision and selection of grantees
- g. April 3, 2025 - Notification to Applicants (both successful, unsuccessful)
- h. April 11, 2025 - Grant agreement signed and returned
- i. April 25, 2025 - Fund disbursement
- j. October 15, 2025 - Progress report deadline (midpoint check-in review)
- k. May 31, 2026 (following year) - Final report deadline

Note: Diocesan Bishop and Diocesan Council will receive regular updates.

March 15, 2025
Application submission
deadline

For Application Submission Deadline of November 1, 2025:

- a. November 8/9, 2024 - Official notice of upcoming Future Fund Program at Synod 2024
- b. May 1, 2025 - Campaign Launch Announcement for Grant program and application opening
- c. November 1, 2025 - Application submission deadline**
- d. November 5, 2025 - Initial review of applications (administrative checklist review)
- e. November 10, 2025 - Committee review and scoring of applications
- f. November 17, 2025 - Committee decision and selection of grantees
- g. November 19, 2025 - Notification to Applicants (both successful, unsuccessful)
- h. November 26, 2025 - Grant agreement signed and returned
- i. December 10, 2025 - Fund disbursement
- j. May 1, 2026 - Progress report deadline (midpoint check-in review)
- k. December 1, 2026 - Final report deadline
- l. Diocesan Bishop and Diocesan Council will receive regular updates.

November 1, 2025
Application submission
deadline

Future Fund Panel members are:

Director of Financial Ministry

Director of Communications and Development

Chair of the Contextual Mission Subcommittee

Executive Archdeacon

One or two members appointed by the Bishop