

Diocesan Development Fund Application for Funding Information Sheet

The Fund

The Diocesan Development Fund is an initiative of the Diocesan Council established in 2019. It is a structured process that provides an equal opportunity for ministry units/ mission ventures to apply for funds for development projects. The process enables the Diocesan Council to make strategic development decisions that benefit local communities as well as the whole diocese.

The Fund is a limited resource predominantly made up of invested surpluses and proceeds from the sale of diocesan property.

The Projects

Ministry units and mission ventures can apply for funds for new developments that are closely connected to the local mission and ministry strategies and align with the wider vision of the diocese.

Projects should reflect one or more dimensions of the Healthy Church Model: Knowing God, Growing in Christ, Shaping Community, and Living Beyond Ourselves (refer Appendix Three). Projects will also reach new people, new locations, or new generations; employ innovative methods of mission and ministry; or develop leaders.

Applicants need to provide suitable leaders and personnel to manage and deliver their project, along with financial resources and a plan for future sustainability.

Application Eligibility

The eligibility of your application will be measured and tested against several criteria. Below are the criteria for applications covered by the Diocesan Development Fund Policy. For the full policy refer to Appendix One.

1. Application Eligibility

1.1. Nature of Project

1.1.1. The project shall:

- a) Reach new people, new locations and/or new generations; or
- b) Employ innovative methods of mission and ministry; or
- c) Develop leaders.

- 1.1.2. The project shall:
 - a) Align with the funding applicant's overall mission and ministry strategy/plan; and
 - b) Align with the wider diocesan mission and ministry vision.
- 1.2. Project Delivery
 - 1.2.1. The funding applicant shall provide:
 - a) Suitable leadership;
 - b) Financial resources – ideally 50% of the project budget;
 - c) Personnel resources to manage and deliver the project; and
 - d) A plan mapping out the future sustainability of the project. Funds may be made available for multi-year projects however after three years only 50% of costs would be funded.

Application Process

Applications are received and reviewed by the Diocesan Development Fund Advisory Group, who make recommendations to Diocesan Council.

We encourage you to discuss your project and any questions you may have with your archdeacon in the first instance. You are also welcome to contact any member of the advisory group, details below.

Diocesan Development Fund Advisory Group Members:

Archdeacon Carole Hughes: carole.hughes@aucklandanglican.org.nz
Archdeacon Jonathan Gale: jonathan.gale@aucklandanglican.org.nz
Archdeacon Michael Berry: michael.berry@aucklandanglican.org.nz
Diocesan Council Member, Sue Lewis-O'Halloran: sulutns@yahoo.ca
Diocesan Council Member, David Howe: david@showerfix.co.nz
Diocesan Manager, Sonia Maugham: sonia.maugham@aucklandanglican.org.nz

Annual rounds may vary depending on the amount of work generated via applications received, and external factors that may impinge on the Advisory Group's work. As part of the review process, the Group may visit your site to see first-hand, or discuss in more detail, the vision of your project.

Applications are to be submitted using the application form either manually sent to funding@aucklandanglican.org.nz or online (using the Survey Monkey application form provided). For applications to be considered they must be received by the due date (last day of the round).

Successful applicants will need to report on the progress of their project, which will be monitored by the Advisory Group.

Access to Funds

Once applications have been approved through the Diocesan Development Fund Application Process, funds are able to be accessed depending on the funding amount/s and timing of your project.

Diocesan Development funds are invested and not available on call. It is important that you have a discussion with the Diocesan Manager as early as possible once you receive notification that your application has been successful to determine when funds need to be released from investment.

Grants and loans are paid on receiving your project's creditor invoices. It is therefore important that invoices are received by the Diocesan Office in plenty of time to ensure the payment terms are met. In some circumstances there may be project funding paid directly to a ministry unit e.g., wages.

Loan terms and conditions should be indicated on the application. Loan terms and conditions will be approved by Diocesan Council.

GST

When providing budget figures please ensure these are GST exclusive (if any applies). Approved funds will be based on the GST exclusive amounts. Where the Diocese pays the invoice directly, and it includes GST, the Diocese will claim the GST back. These invoices need to be under the name of the Diocese. Rebated GST will not be paid to the ministry unit in addition to the approved funding.

There may be some situations where the GST treatment on funding grants varies depending on the project being funded. Please contact the Diocesan Office if you require clarification regarding your specific situation.

Appendix One

Diocesan Development Fund Policy – July 2021

1. Purpose

- 1.1. The purpose of the Diocesan Development fund policy is to honour the Synod Resolution 1988 and to:
 - 1.1.1. Provide clear criteria to which the fund can be applied;
 - 1.1.2. Provide a process to manage the fund including financial performance, access to the fund and accountability of the usage;
 - 1.1.3. Ensure all commitments made are honoured.

2. Funding Applicants:

- 2.1. The following entities can apply for funding:
 - 2.1.1. Ministry Units – as defined in The Ministry Unit Statute 2013
 - 2.1.2. Mission Ventures – as defined in The Ministry Unit Statute 2013
 - 2.1.3. Diocesan Council – as defined in The Diocesan Council Statute 2019

3. Fund Financial Performance

- 3.1. Financial performance of the funds will be managed by:
 - 3.1.1. Investing the funds in the Trust Management Balanced Fund;
 - 3.1.2. Seeking investment advice on maintaining the growth of the fund;
 - 3.1.3. The final annual distribution amount being approved by Diocesan Council;
 - 3.1.4. 100% net proceeds from the sale of property, where a Ministry Unit closes, being deposited in the fund;
 - 3.1.5. Ministry Units being encouraged to donate 10% of property net sale proceeds to the fund;
 - 3.1.6. Ministry Units holding long term funds for purposes which may never eventuate, to be encouraged to rescind earlier resolutions of parishioners or governing bodies and contribute accumulated capital to the fund;
 - 3.1.7. Diocesan Council considering making a distribution to the fund from their cash surpluses.

4. Application Eligibility

- 4.1. Nature of Project
 - 4.1.1. The project shall:
 - a) Reach new people, new locations and/or new generations; or
 - b) Employ innovative methods of mission and ministry; or
 - c) Develop leaders.
 - 4.1.2. The project shall:
 - a) Align with the funding applicant's overall mission and ministry strategy/plan; and
 - b) Align with the wider diocesan mission and ministry vision.
- 4.2. Project Delivery
 - 4.2.1. The funding applicant shall provide:
 - a) Suitable leadership;
 - b) Financial resources – ideally 50% of the project budget;
 - c) Personnel resources to manage and deliver the project; and
 - d) A plan mapping out the future sustainability of the project. Funds may be made available for multi-year projects however after three years only 50% of costs would be funded.

5. Funding Types

- 5.1. The fund can be distributed as a:
 - 5.1.1. Loan (may be interest-free with negotiated terms)
 - 5.1.2. Donation
 - 5.1.3. Grant (grants can be committed to a future project with negotiated terms)

6. Funding Categories

- 6.1. Of the funding available for development projects each year, funds generally will be split between two categories as follows:
 - 6.1.1. Capital investments – 60%
 - a) Includes: building projects, professional fees, consents
 - 6.1.2. Ministry costs – 40%
 - a) Includes: salaries, rent, professional development (course/conference fees)
 - b) Does not include: insurance, travel costs, utilities, professional fees, ICT equipment, leases
- 6.2. Capital investment projects shall not typically involve the repair, refurbishment, or replacement of existing structures or buildings, and in addition shall:
 - 6.2.1. Entail new or expanded church/worship spaces only when these:
 - a) Do not already exist in the ministry unit; or do exist but their capacity is likely either to be regularly exceeded by worship activities, or otherwise demonstrably restrict current ministries; and
 - b) Improve the accessibility of the local area to ministries, having regard both to other current ministry that exists in the Ministry Unit and to the geographic proximity of other available churches/worship spaces in the same or nearby Ministry Units;
 - 6.2.2. Involve primarily parish halls (or like structures) only on an exceptional basis and further only when:
 - a) Such investment is necessary to enable the establishment, growth or continuation of a ministry or outreach;
 - b) There is evidence of a plan for and commitment to the ongoing growth and development of the relevant ministry or outreach, such as a long-term budget commitment or appropriate relationship agreement;
 - c) There is a demonstrable absence, unsuitability, or unavailability of alternative spaces within the local community; and
 - d) The investment is proportionate to the scope of the ministry or outreach; particularly having regard to the extent of its use of the building;
 - 6.2.3. In all other cases, be shown to advance a ministry, outreach, or missional opportunity, demonstrated by reference to plans for any budget, staffing, or relationship commitments.
- 6.3. In 4.2.1.b, the funding applicant's level of financial contribution is proposed as 50% of the project budget, an exception is made for ministry costs associated with youth workers. In such cases, the project may involve creative and sustainable funding models which involve a lower financial contribution from the funding applicant.

7. Diocesan Development Fund Advisory Group (Advisory Group)

- 7.1. The Advisory Group shall:
 - 7.1.1. manage the process of applications to the fund;
 - 7.1.2. meet when required;
 - 7.1.3. develop and apply a process for assessing and recommending applications;
 - 7.1.4. provide reports to Diocesan Council on the performance of funds;
 - 7.1.5. seek approval of the amount to be distributed annually;
 - 7.1.6. make funding recommendations in writing to Diocesan Council based on applications received; and
 - 7.1.7. ensure all funds approved for distribution are receipted, and monitor funds granted or loaned to ensure the funds have been applied based on the application.
- 7.2. The Advisory Group shall include:
 - 7.2.1. Two representatives of the Episcopal team;
 - 7.2.2. Diocesan Manager; and
 - 7.2.3. At least two members of Diocesan Council.
- 7.3. The Diocesan Council can:
 - 7.3.1. appoint additional members; and
 - 7.3.2. change the composition of the Group as required.

8. Funding Decisions

Diocesan Council has final authority for all funding decisions. Any communications regarding final funding decisions are to be directed to the Diocesan Manager.

9. Policy Review

Diocesan Development Fund Policy to be reviewed annually by Diocesan Council and any related processes or procedures to be approved by Diocesan Council and updated accordingly.

Appendix Two

Diocesan Development Fund Application Procedure



Appendix Three

Healthy Church Model – Growing healthy churches

The captures our vision for our life and work together, both as a diocese and at the local church level.

“The gifts God gave were... to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ.” (Ephesians 4:11-13)

The four dimensions of the Healthy Church Model reflect both our inner life as the people of God and our outer life of service and witness beyond ourselves. They are not meant to be clinically defined categories of description for our activities; instead, they often overlap. Our ability to hold these things together is a measure of the health of our relationships – with God, with each other, and with the world around us.

The Healthy Church Model provides a framework that helps congregations celebrate their strengths, identify areas for improvement and create space for creative new initiatives. Ultimately, we believe it will improve the health of all our relationships – with God, with each other, and with the world around us.

Knowing God

A community where prayerful worship helps people connect with God through Christ.

Relationship with God through Christ is the heart of Christian faith and theology – to know God is the foundation of all that we are and do as the people of God. Our communal and individual devotional life of worship and prayer expresses and nurtures this belief.

Worship is foundational to our mission. At both diocesan and local church level, we actively seek the Holy Spirit’s direction and empowerment for daily life and ministry.

We recognise that our expressions of worship need to appeal to all generations and be relevant to the cultures and contexts in which we live.

Shaping Community

Creating a loving community where members enjoy genuine and caring relationships with each other and manage their resources well.

Relationship with God calls us into community with each other as the household of God. As in any household, we need to manage our resources, nurture our relationships and care for one another. Individual ministry units are encouraged to practise inclusive hospitality and promote members’ active participation in congregational life. At a diocesan level, we seek opportunities to learn from one another and act together in common ministry and witness.

As a diocese we are also responsible for managing our property portfolio – making sure our buildings meet statutory requirements and are fit for the ministry and purpose of their resident communities.

Growing in Christ

A community where individuals are developing in their faith and using their gifts for the good of all.

Being a disciple of Christ is a journey of growth and development. Growing in Christ requires individual commitment as well as a supportive and collaborative environment in which to discover and offer our gifts to the community.

Leaders need to be trained and empowered for ministry and supported to develop their skills and resilience in an ongoing way.

Living Beyond Ourselves

A community which makes generous and positive contributions in word and deed in the wider world.

Being the Church means existing for a purpose beyond our own concerns. We are called to bear witness to our faith and serve others as we seek God’s reign of justice and peace on earth. This means being engaged in the community around us, actively expressing the love of Christ through generosity and service to those in need.

This love for our neighbour is expressed in multiple ways – providing companionship for older people; supporting new parents; becoming a companion for the grieving; or advocating for social justice and climate change action.

