



Bermuda-Nova Scotia Regional Council
The United Church of Canada
L'Eglise Unie du Canada

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TO: Treasurers/Directors/Board Chairs of Mission Support Units

FROM: Division of Financial and Administration

DATE: June 2023

RE: **APPLICATIONS FOR 2024 MISSION SUPPORT FUNDING**

Deadline for 2024 applications is September 20, 2023

It is that time of the year again to begin thinking about your ministry's financial needs with respect to the 2024 Mission Support Grants. It is important to note that we have received correspondence from the General Secretary that stated the following:

During 2023, the church will conduct a review of all its grants and granting functions. There are three major reasons behind the review:

1. To ensure that all United Church grants are aligned with the [Strategic Plan](#) and, more specifically, support the organization to achieve its goals.
2. To inform and have impact on the formation of the 2024 budget and beyond.
3. The United Church of Canada is committed to improving the grant application process and the applicant's experience by developing a one-stop-shop, a grants portal. The grants review is the first phase in this work and will shape the development of the portal.

The review of our grants and granting functions aims to review all the financial support the General Council Office offers and administers, including those going to partners, organizations with or without formal ties to the church, individuals and the United Church Regional Councils. The Assessment funds distributed to each Regional Council is excluded from this review. **For clarity, any other financial support/grant including the Regional Mission & Service grants are in scope of the review.**

What does this mean?

All grants that have been committed for 2023 will be paid out according to agreements. Grants beyond that point are paused until the review is complete. The grants review working group may be able to complete the review in stages and as such be able to release information about any shifts for 2024 during the latter part of 2023.



Therefore, we may not know until the latter part of the 2023 year about what amounts from our Mission and Service Fund will be granted to the Regional Council. In the meantime, we are asking that you complete your Mission Support Grant application and submit it by September 20, 2023 (note this date is later than the date indicated on the form). This will make sure we are prepared for when we get the information from General Council.

You will find a copy of the blank form included. Complete the form and return the completed copy and all of the required accompanying documents to the Regional Office before the deadline above.

This application form is provided by General Council and we ask you to keep to this format as much as possible.

Please note: You will only receive the electronic version of the MSG Revised form and all documents pertaining to these grants. If you require printed copies please advise the office and we will mail you an application package.

Before sending in your 2024 application, please remember:

- 1. Obtain Board/Council approval and signatures for your application before sending.**
- 2. Include your Revenue Canada (CRA) Registered Charity number and proof of charitable status.** These are the business numbers issued by Revenue Canada to be used when issuing tax receipts to individuals and organizations. To obtain this information go to the CRA website at https://apps.cra-arc.gc.ca/ebsci/hacc/srch/pub/dsplyBscSrch?request_locale=en. Click on Charities Division. Print the page of information which is titled “Canadian Registered Charities – Detail Page”. ***This page must be attached to the Mission Support Grant application or the request will be considered incomplete and will not be processed.***
- 3. Include all of the following financial information:**
 - 2022 Financial Statements & Annual Reports,
 - 2023 Budget and Current Financial Statement to date, and
 - 2024 Proposed Budget.
- 4. All Pastoral Charges, and any Community Ministries receiving more than 60% of their funding from the United Church are required to follow as a minimum the “**Minimum Salaries for Ministry Personnel**”. This describes minimum amounts for travel and allowances, etc. (see attached).**
- 5. We ask that organizations receiving a Mission Support grant provide a story and photo of its ministry.** These stories are used by the General Council Office to interpret your ministry to the wider church.

Please consider carefully your request for 2024 funding and **fully complete** your application. *Incomplete applications could result in delayed decisions.* Please contact the Regional Office for



more information or assistance.

**Application Forms must be approved by your governing body and returned to:
Regional Council Office, 21 Wright St., Sackville, NB E4L 4P8
jwhittemore@united-church.ca**

**** No later than September 20, 2023****

2023 Important Dates to remember:

September 20 – Completed, signed applications for 2024 grants to Regional Council Office

ENCLOSED:

- 2024 Mission Support Application Forms - *Please make all necessary copies.*
- Link to Policy & Procedures related to Region Mission Support Grants – see <https://www.united-church.ca/sites/default/files/msg-revised.docx>
- Link to 2023 Salary and Allowances Schedule – see <https://united-church.ca/leadership/church-administration/compensation-and-benefits/ministers-salary-schedule-and-cost-living-groups>

cc Allan Davis, Chairperson, Financial Accountability and Investments Committee
April Hart, Chairperson, Division of Finance and Administration