

**THE HUNTER CHURCH BUILDING FUND
INFORMATION AND PROCEDURES – FORM 100 A**

DATE RECEIVED:	
DATE PROCESSED:	
GRANT APPROVED:	
DATE NOTIFIED:	
DATE COMPLETED:	

**Please Complete Two (2) Copies: Keep one for your congregation’s file.
Forward original hard copy by email or post, with supporting documents, to the Bermuda-Nova Scotia Region, UCC.**

Note: Bermuda-Nova Scotia Regional Property Committee must approve this application before they forward it to the Hunter Fund Trustees. The deadline for submission to the Property Committee are by March 30 (Regular Grants), August 30 (Regular Grants) or November 30 (Special Grants).

PLEASE READ ATTACHED FORM 100A RE: PROCEDURES AND GUIDELINES

1. CONGREGATIONAL INFORMATION:

Name of Congregation:		Place:	
Pastoral Charge:		County:	
Number of Households under pastoral care:		Number of resident members:	
Number of identifiable contributors:			
Date of last Hunter Grant:		Amount of last Grant	\$
Amount paid (last calendar year) for salary & operation of this congregation:			\$
Income expected from investments, endowments, etc., for current year:			\$
Amount of liabilities (other than operational budget) for current year:			\$

2. DESCRIPTION OF PROJECT: *(Text box will expand as you type or attach additional sheet if more space is needed)*

Has work started yet? Yes No

Expected date of completion: _____

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Is the Region aware of this project? Yes No

If the Region is not aware of this project, why not?

3. FINANCIAL STATEMENT: (See Guidelines attached Form 100 A) *(text box will expand as you type)*

Estimated cost of materials, etc.:	\$
Estimated cost of labour:	\$
Estimated cost of the project:	\$
Amount Congregation has on hand for project:	\$
Amount raised or pledged by the Congregation:	\$
Amount from others <i>outside</i> the Congregation:	\$
What is the source of your outside funding:	
Amount of grant requested from the HUNTER FUND	\$
Total needed & raised for project from all sources (equal to estimate):	\$
<i>~ Please attach copies of any builder/contractor estimates ~</i>	

4. ADDITIONAL INFORMATION:

To assist the Region and Hunter Trustees in making a decision on grant request:

Describe, with associated costs, other building and renovation projects completed over the last five years, including those presently underway or planned for the near future:

Describe other situations, financial or otherwise, about plans, etc. of the congregation:

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6. APPLICATION BY BERMUDA-NOVA SCOTIA REGION: (see Guideline #2 (g))

This application from the _____ congregation was considered by the Region (or its Executive/Delegate) at a meeting held on _____, 20____.

Recommendation :

If the Region has concurred, the amount of the Regular grant is: \$ _____

Signature of authorized liaison person for the Region: _____

Chairperson of Bermuda-Nova Scotia Region Property Committee (Print): _____

Address: _____

_____ Postal Code: _____

Telephone: _____ E-mail: _____



Following the Action of the Property Committee, the Chairperson of the Property Committee of the Region must mail a hard copy of this Application Form to the Secretary of the Hunter Church Building Fund -or emailed to the address below - which will be presented for consideration at the next regular meeting of the Trustees.

The Rev'd Dr. Wayne Smith
167 Central Port Mouton Road
Port Mouton, NS
B0T 1T0

Email: secretaryhunterfund@gmail.com

**THE HUNTER CHURCH BUILDING FUND
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PLEASE READ THE GUIDELINES FOR SEEKING GRANTS:

1. PROCEDURE:

CONGREGATIONS MUST COMPLETE PAGES 1, 2, 3 & 4 OF THE APPLICATION FORM #100.

Note: Blank spaces may result in Hunter Fund Secretary returning form for more information.

- (a) The information required in this section is *only* for the congregation making the application (not the whole pastoral charge).
- (b) This section is to provide a description of all the general work to be done.
- (c) Estimates should be as accurate as possible. We realize that volunteer labour is often donated and that cost of material, etc., might not be known until the project is completed.
 - i. The grant request should be made in relation to the size of the project and the amount based on the need and urgency of the project. (See Guideline #2).
 - ii. The Trustees are always open to receiving additional information about the project so that its assessment of the need is current. Sometimes there may be a long lapse of time between the application and its consideration. (Trustees meet only three times a year).
- (d) This section helps us to have a picture of the congregation's work and action in upgrading its property and may make a case for special consideration against other applications when the Trustees are considering applications.
- (e) Please complete and forward the application, by post or email, immediately to the Bermuda-Nova Scotia Region. We know of applications being delayed because they were late for a Regional meeting which, in turn, caused them to miss the next Hunter Fund Trustees' meeting. You may wish to check your timing for these meetings when completing your application for a Hunter Fund Grant.
- (f) The Region should have all the information so that they can make the best recommendation for your need.
- (g) The Region should note Guideline #2 (g), relating to a suitable grant and the Congregation's liability if it ceases to exist.
- (h) Please note the schedule of the Trustees' meetings so that there is no delay in having your application considered.

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- (i) Grant payments will not be made until the Trustees receive paid invoices from the congregation.
- (j) There will be no partial payments; only one payment will be issued for each grant.

2. GUIDELINES FOR SEEKING GRANTS

- (a) **HUNTER FUND GRANTS** come from the Annual Income from a bequest made in 1876 from the estate of the late Charles D. Hunter to the Synod of the Presbyterian Church in Nova Scotia.

Grants are made only to Congregations of the United Church in Nova Scotia. Following the intent of the Hunter Will, grants have always been made on the basis of need.

e.g. A Congregation of twenty families faced with a major expense for repairs would be seen to have a greater need than a congregation of sixty families with the same expense. The replacement of a leaking roof would be considered a greater need than repainting or redecorating.

- (b) **GRANTS NEVER EXCEED** the amount being raised by the Congregation for the project, and may be for a lesser amount, depending on the number of applications and the amount of money available at the time the application is considered.
- (c) **A PERIOD OF AT LEAST ONE YEAR *MUST ELAPSE*** between the payment of a “Regular” grant to a Congregation (a period of two years in the case of a “Special” grant), before the consideration of another grant to the same Congregation. Each congregation in a *pastoral charge (communities of faith)* is considered separately.
- (d) Since the Trustees are usually dealing with more applications than there are funds available, **GRANTS NOT COLLECTED WITHIN TWELVE (12) MONTHS FROM THE DATE THE GRANT WAS APPROVED WILL BE CANCELLED.** The Congregation may re-apply. The Secretary of the Trustees will contact the recipient just before the cancellation date to ascertain what is happening with the project.
- (e) In the years when the money available for grants was much less than now, grants were made only for church buildings. In more recent years, the Trustees have been able to extend this to include Church Halls too, **BUT THIS DOES NOT INCLUDE MANSES.**
- (f) **AUTHORIZED APPLICATION FORM #100** (as amended September 2025) must be completed in full, signed by the Secretary or Treasurer of your Congregation. They may be emailed or

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posted to:

**Chair, Property Committee
Bermuda-Nova Scotia Region,
UCC
wallychivers@ns.sympatico.ca
21 Wright Street
Sackville, NB
E4L 4P8**

- (g) The maximum “Regular” grant under certain conditions is \$20,000.00, but never exceeding 50% of the total cost of the project.

The Region should recommend a suitable grant, in accordance with the Guidelines and the needs of the Congregation.

IF THE CONGREGATION CEASES TO EXIST WITHIN FIVE YEARS OF RECEIVING A GRANT, the Trustees of the Hunter Fund will expect that the **GRANT WILL BE REPAID** from any assets available.

- (h) A project *may* receive a **GRANT** of up to half (50%) of the actual cost.

What is the difference between a “Regular Project” and a “Special Project”?

Historically, a “**Regular Project**” grant has been provided to smaller, mostly rural, congregations, and this continues to be a priority of the Hunter Fund Trustees.

A “**Special Project**” is a relatively new initiative of the Hunter Fund Trustees. As funds permit, we have able to provide larger grants for bigger capital building projects for growing United Church congregations in Nova Scotia (City/Town/Rural).

**The Congregation will be notified by the Hunter Fund Trustees
shortly after consideration of their application.**

Again, we draw your attention to Guidelines #2 (b), (c) and (d).

**Presently, the Trustees meet on or about the second Wednesday
of the months of April, September, and December.**

**If you have any questions about the application or interpretation of the Guidelines
please contact the Hunter Fund Trustees Secretary (secretaryhunterfund@gmail.com).**