The Hunter Church Building Fund

Incorporation recorded in Nova Scotia Statutes
1876-C 81, as am., 1898-C 179, 1969-C 133, 2024-C 13

PROCEDURES AND GUIDELINES

PLEASE READ THESE PROCEDURES AND GUIDELINES RE GRANTS FROM THE HUNTER FUND

1. PROCEDURES:

CONGREGATIONS MUST COMPLETE PAGES 1, 2, 3, AND 4 OF 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 assessment of the need is current but, because Trustees meet only three times per year, there could be a long lapse of time between the application and its consideration.

(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 e-mail, immediately to the Bermuda-Nova Scotia Region. Applications late for a Region 15 meeting, could 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) Region 15 should have all information regarding the project so they can make the best

recommendation for your need.

(g) Region 15 should note Guideline #2 (g), relating to a suitable grant and the Congregation's liability if the Congregation ceases to exist.

(h) Please note the Trustees' meeting schedule so there is no delay in having your application considered.

(i) Grant payments will not be made until the Trustees receive paid invoices from the congregation sufficient to confirm the project has been completed.

(j) Only one payment will be issued for each grant. **There will be no partial grant payments**.

2. GUIDELINES FOR SEEKING GRANTS

(a) **HUNTER FUND GRANTS** are paid from the annual income generated from a bequest made in 1876 by the late Charles D. Hunter to the Synod of the Presbyterian Church in Nova Scotia.

Grants are made only to United Church Congregations 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 20 families faced with a major expense for repairs would be seen to have a greater need than a congregation of 60 families with the same expense. Replacing a leaking roof would be considered a greater need than repainting or redecorating.

(b) **GRANTS NEVER EXCEED** the amount raised by the Congregation for the project, and could be for a lesser amount, depending on the number of applications and Hunter Funds available when the application is considered.

(c) **A PERIOD OF AT LEAST ONE YEAR *MUST* ELAPSE** between the payment of a "Regular Grant to a Congregation, or two years in the case of a "Special" Grant, before the Fund will consider awarding another grant to the same Congregation. Each congregation (community of faith) in a pastoral charge is considered separately.

(d) Since the Trustees sometimes receive more applications than there are available funds, **GRANTS WILL BE CANCELLED IF NOT COLLECTED WITHIN TWELVE (12) MONTHS FROM THE DATE THE GRANT WAS APPROVED**. 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) 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. **HOWEVER, THIS DOES NOT INCLUDE MANSES**.

(f) **AUTHORIZED APPLICATION FORM #100** (as amended September 9, 2026) must be completed in full and signed by the Secretary or Treasurer of your Congregation. The form and all supporting documentation must be sent **by regular mail** to:

Chair, Property Committee
United Church of Canada
Bermuda – Nova Scotia Region
21 Wright Street
Sackville, New Brunswick
E4L 4P8

(g) A "Regular" grant may cover up to half (50%) of the actual cost of a project to a maximum of $20,000, but grants will never exceed 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 (5) YEARS OF RECEIVING A GRANT, THE GRANT IS EXPECTED TO BE REPAID FROM THE CONGREGATIONS AVAILABLE ASSETS.

(h) What is the difference between a "Regular Project" and a "Special Project"?

a. 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.

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

The Hunter Fund Secretary will notify applicant Congregations of approved grants shortly after the Trustees have considered their application.

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

Presently, the Trustees usually meet on the second Wednesday 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.