

Guidelines for applications to MC Saskatchewan Special Projects Fund distributions

Context and purpose for Special Projects Fund

MC Sask has an internally restricted Special Purpose Reserve Fund (SPF) managed by MC Sask Council. These funds could provide opportunities both within MC Sask and to other related organizations, to undertake a special project. The special projects could be one-time endeavors to build organizational capacity or seed money for new programs.

Internal use of Special Projects Fund

MC Sask may use the funds in the Special Projects Fund (SPF) internally for the needs of the organization or the various programs that MC Sask undertakes. The money shall not be used by applicants for ongoing operations, to cover budget shortfalls, or to pay off long-term debt.

Criteria and eligibility for use of funds from Special Projects Fund

All MC Sask programs are eligible to apply for funds from the SPF.

All related organizations of MC Sask are eligible to apply for funds from the SPF. A *related organization* is an organization that is either a member of MC Sask, or is directly or indirectly funded by MC Sask. Examples of *related organizations* include: MC Sask congregations; RJC; MCC; MDS; Bethany Manor; MC Sask camps; ...

The funds from the SPF should not exceed 50% of the total budget of the project or \$50,000 (whichever is less).

Each applicant shall only be eligible for one grant per project and total funds will not exceed \$50,000 over a 3-year period.

Procedure for application to Special Projects Fund

Grant applications will be accepted twice a year. Submission deadlines are February 1 and September 1.

Application criteria are: reasons for the project, scope of the project, other financing contributions, and timeline of the expenditures for the project. A detailed budget is required.

Applications will be reviewed by the finance committee of MC Sask council and recommendations approved by the full council. There will be a 10% hold back that will be paid out upon completion of the project.

Monitoring

The grant recipient is required to keep a record of all disbursements.

A mid-term project update may be requested within one year of receiving the grant. The update should include a report on how the money has been spent to date and an updated budget for the completion of the project. A timeline of the project work should also be included.

The final financial and narrative reports are required within six months of the project completion. This report should include detail of project spending and explanations of any significant changes from the original proposal.