# Crest of The United Church of Canada Justice and Reconciliation Fund

# Instructions for Applicants

Applicants are required to complete Parts 1, 2, and 3 of the attached application form and submit them together as **one electronic file** with a file name that reflects your project’s title.

**Part 1:** Please fill in the blanks in this section to provide basic information about your project.

**Part 2:** See below for detailed instructions.

**Part 3:** Pleasefill in theBudget Template provided (note that it is mandatory to submit a budget using this format; to ensure consistency of project review, we cannot accept other budgetary presentations).

For **Part 2, Project Description,** please describe in no more than four pages the following:

* The purpose of the project
* The goals of the project and how they relate to ***at least one*** of the four areas of focus for the fund:

1. To promote understanding of the United Church’s role in the Indian Residential School system and of the impact of this system on former students and their communities
2. To foster direct community-to-community engagement or face-to-face encounters between Indigenous and non-Indigenous peoples in the church or larger community
3. To assist nation-to-nation events that support advocacy in solidarity with Indigenous rights
4. To fund Justice and Reconciliation work that supports The United Church of Canada’s commitments to implementing the Calls to Action of the Truth and Reconciliation Commission of Canada and the United Nations Declaration on the Rights of Indigenous Peoples

* Who will participate and how they will benefit from the project?
  + If you are *not* applying on behalf of a United Church of Canada community of faith, region, or other church organization or ministry, be sure to explain how United Church members will be engaged as participants in your project and, if applicable, the planning and/or implementation of your project.
* A project evaluation plan
  + For each of your project’s objectives, describe at least one metric or method you will use to evaluate your success in meeting your goals (e.g. statistics, participant interviews, surveys, photos, video).

## Optional

Note that applications may be strengthened by including letters of support from Indigenous partners in your project or United Church of Canada partners, as applicable. A letter of support may be attached to your application submission as an appendix following Parts 1, 2, and 3.

## Reporting

Successful applicants will be required to submit a narrative and financial report following conclusion of their project. Information about these requirements will be provided at the time grants are awarded.

## Important Final Notes

* **Please remember when submitting your application to ensure that all documents are sent to the Reconciliation and Indigenous Justice Animator (address below) in ONE electronic file.**
* **Please also ensure you have renamed your electronic file before submitting it so it can be easily distinguished from other applications—for example, “organization-xyz project title application.”**

For additional information or to apply, contact:

Lori Ransom  
Reconciliation and Indigenous Justice Animator  
Justice and Reconciliation Fund  
The United Church of Canada  
3250 Bloor St. West, Suite 200  
Toronto, ON M8X 2Y4  
1-800-268-3781 ext. 3564  
[lransom@united-church.ca](mailto:lransom@united-church.ca)

# Justice and Reconciliation Fund

# Application Form

## Part 1

|  |  |
| --- | --- |
| **Project name:** | |
| **Name of sponsoring organization:** | |
| **Sponsoring organization:**   Region  Outreach/Community Ministry   Cluster Group  Education Centre   Congregation/Ministry   Other | |
| **Project summary description:** Please summarize your project in a few sentences. Remember that a fulsome description may be provided in Part 2. | |
| **Has this project received Justice and Reconciliation funding in the past?** (Note: We only fund one year at a time; applicants may re-apply for grants for the same project up to three consecutive years.)   No   Yes  *If yes:* Date of project:  How many years has it been funded?  Amount:  When applying for a second or third grant, please be sure to describe in Part 2 of this application how the new project builds on previously funded project(s)—e.g., what objective(s) may have evolved or changed? Are there new elements of the project, new partners, or adjustments made as a result of your evaluation of and learning from the previous project(s)? | |
| **Amount being requested from the Justice and Reconciliation Fund** (up to $10,000): | **Project timeline** (planned or estimated start and end date): |
| **Are Additional Funders supporting this project or being sought for this project?**  Please list the funding source, amounts requested, and amounts confirmed. | |

|  |  |
| --- | --- |
| **Contact Information** | |
| Primary Contact Name:  Phone:  E-mail: | Postal Address: |
| **Payment Information** | |
| **Make cheque payable to:**  Note: Cheques or electronic payments are made payable to organizations, not to individuals. | **Mail cheque to:**  If the address is different from the above. |

## Part 2: Project Description (see Instructions for Applicants above)

## Part 3: Justice and Reconciliation Fund Budget Template

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Cost per Item** | **Total Justice and Reconciliation Fund Cost** | **Gifts in Kind** | **Funding from Other Sources** | **Grand Total** |
| **Example:**  Elder | To provide traditional teachings for 3 sessions | $100 honorarium per session | $300 | $100 space  $500 staff | $0 | $900 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total:** |  |  | $ |  |  | $ |
| **Please include additional information about each budget line within the project narrative description as needed** to help the Justice and Reconciliation Fund Committee understand the reasons for the expenses indicated. Project submissions with clear budgets and supporting rationale for expenditures will have a better chance of success in receiving funding.  **Additional Notes**  The budget must show all sources of income (including in-kind gifts) and all anticipated expenses so the committee can understand how all aspects of the project will be supported.  The Justice and Reconciliation Fund does not cover administrative or capital costs such as purchasing property, furniture, or equipment.  The Justice and Reconciliation Fund does not cover wages, but will cover facilitators’ fees and honorariums.  *For additional information or to apply, contact:*  Lori Ransom Reconciliation and Indigenous Justice Animator Justice and Reconciliation Fund The United Church of Canada 3250 Bloor St. West, Suite 200 Toronto, ON M8X 2Y4  1-800-268-3781 ext. 3564 [lransom@united-church.ca](mailto:lransom@united-church.ca) | | | | | | |