

PASTORAL MISSION FUND GUIDELINES 2015

"How can they hear without someone preaching to them?" -- Romans 10:14

About us...

The Pastoral Mission Fund was established in 1982 to assist missionary sisters and priests of parishes and indigenous orders with small projects and programs directly related to evangelization and strengthening of the Roman Catholic Faith. Funding is allocated to small-scale projects for the support of religious pastoral-evangelical work at the parish level in spreading the Good News. Through this ShareLife funded agency allocations are made in support of missionaries working at a grass-roots level in the Developing Nations/Third World: Africa, India, Vietnam, South America, Haiti, and Oceania. An Allocations Committee administers the Pastoral Mission Fund. Members are 'returned' missionaries and representatives of the Roman Catholic Church in Toronto that volunteer their time and services.

Eligibility...

Due to funding cuts to the Pastoral Mission Fund for 2016, priority for funding is being given to small projects and programs directly related to evangelization in strengthening of the Roman Catholic Faith at the parish level. Projects include religious projects to develop and conduct programs, lectures, seminars and training courses such as spiritual animation, faith formation, marriage/family course preparation, and the strengthening of Catholic values; training of lay people or catechists to lead effective prayer services and prepare the faithful for sacraments; as well as those for the purchase or creation of religious education materials such as leaflets, program booklets for mission areas of the Roman Catholic Church. Other eligible projects include: the purchase of a motorcycle or bicycle to enable a priest or sister to travel to remote and rural villages within their territories where no public transportation exists. Also eligible for funding consideration are *special one-time projects* such as those to dig clean water wells (not bore holes) on parish property in areas where the parish community must otherwise travel vast distances to find water for drinking and cooking. Projects must be at the parish level (not the Diocesan level) to be eligible for funding consideration.

Ineligibility...

Non pastoral-evangelical projects are ineligible for funding such as socio-economics; agricultural; animal husbandry & livestock; farming; food; disaster relief; humanitarian relief, construction; the purchase of 4-wheel vehicles (buses, cars, vans, trucks etc.); vehicle repairs; TV & electronics; laptop computers; musical instruments; furniture; vestments/clothes; chalices & ciborium; statues; bibles **; libraries and library books; medicine; rosaries; programs for young or minor seminarians as well as those not yet entered into priesthood or sisterhood; maintenance or formation of major & minor seminarians or international orders & congregations; conferences or retreats; education incl. bursaries, scholarships, or subsidies for youth or teachers; school supplies; gifts, conferences; as well as large scale HIV/AIDS programs etc. Projects requesting funds beyond the scope of the Pastoral Mission Fund above the maximum of \$5,000 Canadian dollars are also ineligible for funding. Mass stipends or Mass intentions are not available from the Pastoral Mission Fund Office. All Diocesan-wide and multiple diocese projects are ineligible for funding. Projects submitted from Diocese who are 'non-compliant*' (please see below) are also ineligible for funding. **Request for Bibles should be sought from the Bible Society due to funding cuts.

How to apply...

Applicants must apply individually to the Pastoral Mission Fund with a written project proposal in *English* for projects directly related to pastoral-evangelization (religious) work to be eligible for funding. A project proposal must be submitted outlining the following:

- project purpose & objectives – details on what the project entails, justification, whom it benefits and how it fits within pastoral-evangelization including details on what will be covered in lectures, workshops and/or seminars if any are being held or a complete list of titles of any religious education materials/books being used etc
- project timelines
- detailed budget breakout w/ costs in local currency only (we will do the conversion to CAD)
- local contributions and/or financial aid sought from other agencies
- applicant name
- parish & diocese
- religious congregation or order (if applicable)
- complete postal mailing address
- date and signature

Along with the application we require:

- Written endorsement in English of the Ordinary of the Diocese wherein the project takes place and funds spent.

The 'Ordinary Endorsement Letter' must refer within the letter to the project that is being submitted and must bear an original signature, (not an electronic or colour copy signature,) of the Ordinary. All Ordinary Endorsement letters are subject to verification. Please know we can only accept the signature of the Ordinary except where a Diocese is vacant then the Apostolic Administrator signature is acceptable (subject to verification). Unfortunately, the Vicar General, Bishop Emeritus, Auxiliary Bishop, Superior of the order among others are ineligible to endorse a project unless they are also the apostolic administrator of a vacant diocese.

The Ordinary, as the endorser for the project is responsible for receipt and distribution of funds for the purpose intended in the original application to the Pastoral Mission Fund as well as ensuring that the applicant returns the required documents to us by the deadline. The receipt of funds from the Pastoral Mission Fund is contingent upon receiving both the Acknowledgment of Funds Form & a Completion Report. If an applicant is unable to carry out the project for any reason then the full allocation amount must be returned to PMF along with an explanation. Non-compliance of these requirements will prevent the funding of future projects to your Parish as well as the Diocese.

Allocation...

An allocation of up to a maximum of \$5,000 can be awarded, depending on the type and scope of a project. Allocations may be in full or in part at the discretion of the PMF Allocations Committee. Funding is not guaranteed and may be in full or part at the discretion of the Allocation Committee. We ask that all applications have some kind of local funding in place to supplement should partial funding be granted so that the project can be realized. If a project cannot be carried out for any reason, then any funding if granted must be returned to the Pastoral Mission Fund. It is standard procedure to limit the total dollar amount of Pastoral Mission Fund allocations to fund projects within any one Diocese to ensure equitable funding to all. Dioceses that are over their limit for the year are ineligible for further funding until the following calendar year. Allocations payments, if awarded, are sent directly to the Ordinary and payable to either the Ordinary or Diocese only. We do not pay applicants directly.

*Recipients and their diocese must comply with Revenue Canada Agency regulations by returning an *Acknowledgement of Funds* form which is included with the payment letter if an allocation is granted; and provide us upon the conclusion of a project with a *Completion Report*. The report must include written documentation indicating how the funds allocated were used as outlined in their project proposal ensure to provide details on any items purchased along with photographs and photocopies of invoice or receipts. Non-compliance of these two requirements will prevent the funding of future projects to the Archdiocese/diocese and its parishes.

In 2015, the Committee will meet 3 times, under the Chairmanship of an Auxiliary Bishop to review applications to the Fund.

- Q1 PMF AC Meeting— March
- Q2 PMF AC Meeting— June
- Q3 PMF AC Meeting— November

Project proposals should be submitted a minimum of 4 months prior to an allocation meeting to allow for processing by PMF except for projects with specific timelines. Project with specific timelines must appear on an agenda that allows for an allocation (if awarded) to be processed prior to the start date of project, otherwise it would be ineligible for funding. Please know that a minimum of 14 weeks is required for payment processing by our office if an allocation be granted for a project. Payment processing time should be taken into consideration when submitting a project for funding consideration to ensure you apply in the correct quarter. Example: If you are holding a faith formation workshop in June you cannot apply in our Q2 agenda as your project would have taken place by the time we process payment. You would need to apply before the Q1 meeting. Year-end deadline is September 15 for projects that wish to appear on our last agenda of the year. Please take into consideration 'postal time' (which often can be slow) for the application to reach our offices when sending close to our deadline to avoid disappointment. If you miss the deadline then please ensure your application and Bishop's endorsement letter is dated for the following calendar year to be eligible. Kindly ensure the project meets all eligibility requirements. We recommend early submission.

We do not accept photocopied, faxed or e-mailed applications and endorsements. Please note that all documentation must be dated for the year in which you apply. We do not provide multiple year funding for projects or roll projects over from year to year.

Applications and Ordinary Endorsement letters should be mailed to:

**Pastoral Mission Fund
c/o Catholic Pastoral Centre
1155 Yonge Street, 5th floor
Toronto, Ontario M4T 1W2
CANADA**

Pastoral Mission Fund, 1155 Yonge Street, Suite 504, Toronto, Ontario, M4T 1W2 CANADA

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