

## APPLYING TO PRESSGO FOR A GRANT

### 1. CLOSING DATES 2018

	Funding source	Closing Dates	Estimated advice of decision
<b>Small Grants</b> <i>(<a href="#">hyperlink for form</a>)</i>	Presbyterian Foundation	1 May 2018 1 August 2018	1 June 2018 1 September 2018
<b>Mission Enterprise Fund Grants</b> <i>(<a href="#">hyperlink for form</a>)</i>	Mission Enterprise Fund	30 January 2018 1 May 2018 1 August 2018 30 October 2018	1 March 2018 1 June 2018 1 September 2018 1 December 2018
<b>Aroha Grants</b> <i>(<a href="#">hyperlink for form</a>)</i>	20% designated portion of Mission Enterprise Fund	30 January 2018 1 May 2018 1 August 2018 30 October 2018	1 March 2018 1 June 2018 1 September 2018 1 December 2018

Please read these guidelines and become familiar with the information before you fill in your application form.

### 2. APPLYING FOR FUNDS ADMINISTERED BY PRESSGO

The resources that PressGo administers are a very small part of the resources within the PCANZ; most funds are held by congregations and Presbyteries. It is PressGo's role to help the PCANZ redirect its attention and resources to "pursing missional growth"<sup>1</sup>. We want to support and encourage congregations who are committed to growing the Kingdom of God.

There are many ways PressGo can support your mission as a congregation or as a Presbytery. Sometimes the very best ideas for a new initiative will emerge from a little spark, other times it is from a bold vision that has captured your congregation. Even congregations who are struggling to understand what the future will look like for them can find imagination and inspiration in the tension of change. Many projects will be about "experiments around the edge" – in the community where God is already active.

We do not fund "business as usual" and initiatives that are for the primary benefit of current members. Not every project will be funded, nor can we assist in all situations. Contributions towards redevelopments and building programmes will only be considered where there is a clear link with new mission initiatives.

The PCANZ has articulated the key elements of a forward growth strategy in Bringing Clarity to our Mission (April 2014) so the following are reflected in PressGo's priorities for resourcing:

<sup>1</sup> From PressGo Strategic Framework 2013-14, Business Strategy

## APPLYING TO PRESSGO FOR A GRANT

- Investment in the leadership we need
- Investment in new alternative congregations
- Church plants – yes, Amalgamations – only with a new unifying mission

PressGo's Strategic Framework 2013-14 described three inter-related strands of work:

1. Inspiring Mission
2. Capacity Building and
3. Seed Funding.

Priorities can be identified within each of these stands consistent with General Assembly's priorities.

PressGo does not work in isolation but in strategic partnership with Council of Assembly via the Leadership Subcommittee, Knox Centre for Ministry and Leadership, Presbyteries, Assembly Executive Secretary and national service team.

PCANZ Mission Funding is available to fund mission and growth initiatives within the Presbyterian Church of Aotearoa New Zealand (including Co-operative Ventures).

PressGo can assist congregations in various ways, so ideally making an application is only one component and will typically follow a series of conversations or engagement in discerning, planning or other activity. In these cases, PressGo will work with the applicant to put together the application. Applications are not to be made in isolation from the other processes of the church (e.g. advising Presbytery of a proposed new initiative, advising CPT of desire to sell property etc.) and applicants should make sure that when Presbytery receives a PressGo application for endorsement is not the first time Presbytery has been made aware of the project.

Please note that applications must be accompanied by current Mission Plans and financial accounts. If you need assistance in preparing a Mission Plan contact the PressGo Catalyst.

### 3. EXPECTED OUTCOMES OF PRESSGO FUNDING

- a. That the number of those participating in the worshipping life of our Church increases. This includes the variety of church expressions, not just the Sunday service.
- b. That churches show amongst their members such qualitative measures as a deeper faith, strengthened commitment to Christ, and increased willingness to be involved in serving others and advocating for those who do not have a voice.
- c. That vulnerable and socially disadvantaged groups, families or people receive the support they need to be a valued part of our church communities.
- d. That we as a church may have an avenue to share with each other for the advancement of God's Kingdom on earth and to show an attitude of generosity in keeping with our Christian faith.

# APPLYING TO PRESSGO FOR A GRANT

## 4. SMALL GRANT CATEGORY – FUNDED BY THE PRESBYTERIAN FOUNDATION

Small grants are usually under \$10,000 and for new projects such as:

- Mission and community focused projects – people to people mission
- New ministry opportunities
- Research and investigation of opportunities
- “Give it a Go”
- Leadership development
- Professional support / coaching

Small Grants are funded from the Presbyterian Foundation, which is one of the funds that PressGo administers on behalf of the PCANZ. There are two application rounds each year and the closing dates are in section 1 of this document and will be advertised. Applications will be accepted from churches and Presbyteries for small projects. Grants will be for no more than 50% of the total cost of the project or \$10,000, whichever is the lesser.

An Application Form is downloaded, completed and sent to the PressGo Catalyst for review. A subcommittee of the PressGo Board will assess each application and submit a recommendation to the Board for approval. The PressGo Catalyst will communicate the decision to the applicant, agree reporting requirements and arrange payment.

When the project is complete an evaluation template will be filled in by the applicant. This will be reviewed by the PressGo Board. Where possible projects funded will be profiled through SPANZ, PCANZ website and other channels as appropriate. The relevant Presbytery will be advised which grants have been made following each application round.

## 5. MISSION ENTERPRISE FUND GRANTS

Mission Enterprise Fund grants are for significant new initiatives. Grants are between a minimum of \$10,000 and a maximum of \$500,000 and may be paid over multiple financial years. Purposes for which you can apply include:

- Pilot or introduction of new missional venture
- Redevelopment of existing congregation / turnaround
- New congregation or missional community plant

We do not fund building or redevelopment of property s projects in their own right, but would consider this where construction is key to the implementation of new missional ventures or plants.

The Mission Enterprise Fund, which is one of the funds that PressGo administers on behalf of the PCANZ. There are four application rounds each year and the closing dates are in Section 1 of this document and will be advertised. Applications will be accepted from congregations and Presbyteries. Applications may also be initiated by PressGo in response to emerging needs or opportunities. In these cases, support or involvement will be sought from other stakeholders such as relevant Presbytery(ies) and congregations and other organisations.

## APPLYING TO PRESSGO FOR A GRANT

The first approach is through the PressGo Catalyst who will assist in the application process. In order to progress the application, PressGo and the applicant may agree on intermediate steps which may include further research (e.g. community consultation, Fundraising Feasibility Study, Operational Feasibility Study, Operational Audit etc.).

Applications require comment and approval from the applicant's Presbytery. This section of the application form must be fully completed or the application will be automatically declined.

The full application is received by the PressGo Board and discussed at its meeting. There are a number of outcomes:

- An application is declined or;
- An application is approved or;
- An application is approved with conditions or;
- An application is deferred so that further information can be sought and considered.

If an application is approved it may take the form of a contribution to designated costs of project such as advisory services, capacity building services or professional fees; a designated or general contribution to the capital project; a contribution to the project's operational phase including but not limited to stipend and salary; underwriting of bridging finance costs through covering interest payments for a defined period. Grants may include contributing towards any or all of these costs, or other costs to be agreed between the applicant and the PressGo Board.

The PressGo Catalyst will communicate the decision to the applicant, agree reporting requirements and arrange payment of the grant.

Due to the size of these projects, it is anticipated that the PressGo Board or Catalyst will make regular informal and formal contact with the applicant over the course of the project's implementation.

When the project is complete an evaluation will be undertaken by the applicant. This will be received by the PressGo Board. Board members may request a presentation from the applicant, or undertake on-site visits where appropriate.

Where possible projects funded will be profiled through SPANZ, PCANZ website and other channels as appropriate.

# APPLYING TO PRESSGO FOR A GRANT

## 6. AROHA GRANT CATEGORY

Aroha Grants are for programmes, services, ministries which benefit identified vulnerable and socially disadvantaged individuals, families and groups in New Zealand. Grants in this category will be funded from the 20% proportion of Mission Enterprise Fund that has been set aside for these purposes.

PressGo will partner in the first instance with Te Aka Puaho when considering projects and also with the relevant regional Presbyterian Support organisation.

There are four application rounds each year and the closing dates are listed in Section 1 of this document and will be advertised widely. Applications are accepted from churches and Presbyteries.

An Application Form is downloaded, completed and sent to the PressGo Catalyst for review. Applications require comment and approval from the applicant's Presbytery. This section of the application form must be fully completed, or the application will be automatically declined. Each application will be assessed by a representative of Te Aka Puaho and Presbyterian Support and these comments will be included with the application when it is considered by the PressGo Board.

The full application is forwarded to the PressGo Board and discussed at its meeting. The PressGo Catalyst will communicate the decision to the applicant, agree reporting requirements and arrange payment.

When the project is complete an evaluation will be undertaken by the applicant. This will be received by the PressGo Board. Board members may request a presentation from the applicant, or undertake on-site visits where appropriate.

Where possible projects funded will be profiled through SPANZ, PCANZ website and other channels as appropriate.

## 7. INSPIRING MISSION EVENTS

Inspiring Mission events are usually initiated by the PressGo Board, but congregations, Presbyteries and individuals are welcome to make contact to discuss a need or an opportunity that they are aware of.

Events may take the form of a seminar, workshop, networking or "learning party" as well as hosting speakers across the country. Grants may be available for participant subsidies, the cost of venue and equipment hire, speaker costs, travel and other costs as appropriate.

Inspiring Mission events will be promoted across the PCANZ and every attempt will be made to ensure that people from all locations have access to events. Events will be profiled through Bush Telegraph, SPANZ, PCANZ website and other wider channels as appropriate.

## APPLYING TO PRESSGO FOR A GRANT

### 8. TWELVE TOP TIPS FOR APPLICATIONS

1. If you have something important to say about the project, make sure it is on the application form as information can get overlooked in supporting material.
2. Make sure all your supporting material is relevant to the application and is either required or expands on the answers in your application form.
3. A fully completed application must be received by the closing date. If all required information, including endorsements and additional material are not supplied, the application will be declined.
4. If you have received funding from PressGo, the Mission Enterprise Fund or the Presbyterian Foundation in previous years, and you have not completed your evaluation requirements, your application will be declined.
5. Allow sufficient time for Presbytery to consider your request to apply to PressGo and complete the relevant part of the form.
6. Allow sufficient time for formal processes such as Presbytery or Church Property Trustees' approvals of your project. For example, we can't support a mission project that includes some aspect of construction, sale of property, purchase of property, loan finance or application to Lottery Board before Presbytery and CPT have given necessary approvals. The Property Handbook will guide you through this process: [http://www.presbyterian.org.nz/sites/public\\_files/cpt/16-09-12\\_Property\\_Handbook\\_2016\\_update\\_1.pdf](http://www.presbyterian.org.nz/sites/public_files/cpt/16-09-12_Property_Handbook_2016_update_1.pdf).
7. Ensure your financial reporting is up to date and compliant and your obligations to the Charities Services are fulfilled. We need to see all your financial statements, including those for Trusts associated with the congregation, whether you are required to consolidate them for reporting purposes, or not.
8. We give greater priority to applications where the applicant has demonstrated their own significant financial commitment to the project: either from accumulated or current funds or from designated giving towards the project. Small Grant applications must show at least 50% of funds from the applicant. We do not fully fund any projects.
9. If you are applying for a Youth Worker position please ensure that it is consistent with the Sustainable Practices for Youth Ministry (<http://pym.org.nz/management/employed-youth-worker>) as adopted by Presbyterian Youth Ministries (PYM). They also have excellent resources on position descriptions, pay rates, interview questions etc - <http://pym.org.nz/employment/employment-resources>.
10. If you are applying for a Children and Families Worker please ensure it is consistent with Kids Friendly recommendations and practice - <http://www.kidsfriendly.org.nz/resourcing/employment>. There are some very good resources for employment here too.
11. We do not accept applications from individuals (e.g. for Leadership Development projects), but application can be made through the individual's church, with the usual sign off from Presbytery.
12. Make contact with the PressGo Catalyst at an early stage for assistance with your application. This may result in alternative ways of funding your project, or open up options you had not considered.

# APPLYING TO PRESSGO FOR A GRANT

## 9. THE ROLE OF THE PRESSGO CATALYST

The PressGo Catalyst is responsible for enabling the PressGo Board to provide capacity building resources to presbyteries and congregations throughout PCANZ so that the church is better equipped for mission.

The main focus areas for this role are:

- Strategic thinking in order to provide a healthy and sustainable church of the future
- Working with presbyteries and congregations on innovative projects to extend the PCANZ mission
- Facilitating and engaging in best practice systems for project and resource management

The Catalyst is the first contact most congregations have with PressGo and will provide guidance as to the most appropriate process for the congregation to follow. This may include any, or all, of the following:

- Email correspondence
- Phone call
- Visit to congregation
- Facilitation of meeting with congregation
- Provision of services such as advice and support for capacity building – either general or specific
- Assistance in preparing an application for the PressGo Board's consideration
- Advice and/or assistance in preparing other applications or approaches for funding or resourcing
- Provision of a workshop or seminar on a general or specific area
- Undertaking a professional capacity study such as a Fundraising Feasibility and Planning Study or an Operational Audit
- Assistance and coaching in preparing Strategic, Mission, Operational, Project or Fundraising Plans

## 10. PRESSGO CONTACT

To discuss a potential project or an application please contact the PressGo Catalyst on 027 4455 723, or [lisaw@presbyterian.org.nz](mailto:lisaw@presbyterian.org.nz). Applications can be sent electronically to this address or mailed as hard copies to: PressGo Catalyst, P O Box 13-103, Dunedin 9052.