



# Roman Catholic Diocese of Victoria

## Finance and Administration

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## Relationship and Community Building Grant

### Terms of Reference

**Purpose:** To encourage parishes & schools within the Diocese of Victoria to facilitate programs that will enhance parish/school life through faith formation, events and other initiatives.

**Source of Funding:** The Diocese of Victoria invites parishes and schools within the Diocese of Victoria to apply for grants made possible from the Bishop's Appeal Fund. The Bishop's Appeal Fund is an annual fundraiser in which funds are set aside for the purposes of granting financial assistance to parishes and schools for relationship and community building programs and initiatives. In accordance with these terms of reference and depending on the available funds the Diocese strives to support all eligible applicants.

**Grant Maximum & Frequency:** Grant amount is considered on a case-by-case basis, and parishes and schools are invited to submit one application per calendar year. The deadline for submitting a grant application is **June 30<sup>th</sup>**. All applications will be evaluated after that date and parishes and schools will be notified of the status of their grant by **July 31<sup>st</sup>**.

**Scope of Activity:** Grant funds can be used for the following: community events, faith formation, community outreach, parish photo directories, indigenous relations or other initiatives. This list is not exhaustive so please contact the Development office to see if your project or event might qualify.

Grant funds may not be used for the following: capital projects or maintenance and repair.

**Application Process:** Must have Priest/Pastoral Administrator/Principal approval.

**Application Eligibility:** All parishes and schools within the Diocese of Victoria are eligible to apply.

**Application Ineligibility:** Parish groups such as the CWL, Knights of Columbus, or St. Vincent De Paul.

**Evaluation process:** Each application is evaluated by the Director of Development and the CFO to determine eligibility. Parishes or schools are then notified via official letter from the Development Office.

**Responsibilities:**

- Director of Development
  - Evaluation process, policies and procedures
- Chief Financial Officer
  - Final approval, evaluation process
- Senior Accountant
  - With direction from the Director of Development & CFO transfers funds to the appropriate parish or school.
- Communications Coordinator
  - Promotes the Grants via Diocese communication channels.

**Reporting:** Director of Development tracks all project grants and CFO will report to the Diocese Finance Committee.

**Conditions:** The applicant agrees to provide the Development office with a short write up and photos that may be used on the Diocesan Blog and other communications channels to promote the grant and the Bishop's Appeal.