



# PARISH COMMUNITY ENGAGEMENT FUND (PCEF)

## Guidelines for the fund and grants scheme for parish development

1. The **purpose** of the fund is to provide grants between \$1000 and \$5000 for local parish community engagement initiatives. These initiatives may be parish projects or joint venture partnerships with Anglicare.
2. The **focus** of the fund is on the development of innovative parish community engagement projects offering direct services to those in need and striving to strengthen local communities as part of local parish mission. Grants of up to \$5000 are available for a new project or an existing project planning to engage in a new phase of its development. Smaller grants of up to \$2000 are available to support the viability of an existing project experiencing time limited funding difficulties.
3. The **resource** of the fund is currently funded by Anglicare. Applications for grants can be made at any time during the year. Grants will be made subject to the assessment criteria and the availability of funds.
4. The **oversight** of the fund and disbursements to successful parish project proposals will be made by the Joint Anglicare – Diocese of Adelaide Parish Partnerships Committee (JADAPP), which includes representatives of Anglicare and the Diocese of Adelaide.
5. The **application process** for a parish community engagement grant is based on the attached application form, to be completed by parish representatives. The application should be specifically endorsed by the Priest and Warden of the parish and be approved for submission by the Parish Council. The application form includes an outline of the assessment criteria for grants.
6. The **assessment process** will be conducted by appointed representatives of Anglicare and the Diocese of Adelaide who will assess the merit of each application according to the criteria and the availability of funds. The recommendation of projects to be approved will be subject to the formal assent of the Chief Executive of Anglicare SA. Unsuccessful applications will be notified in writing, including a summary of reasons based on the assessment criteria.
7. A **specific consultation** with representatives of the parish applying for a grant may be requested with the approval of the Chief Executive of Anglicare SA. This may be conducted to clarify the intent and objectives of the parish, or negotiate changes to the application to meet the assessment criteria more effectively.
8. The **approval of grants** and **disbursement of funds** to the parish will be based on the signing of an **agreement** to undertake the work specified and provide an end of

year report on the project, as well as an expenditure report endorsed by the parish treasurer. The agreement may also identify specific Anglicare SA staff available to help establish or support the project, in conjunction with a local project committee reporting to parish council.

9. Upon the **completion** of the project, the potential to continue a new or existing project may be developed jointly by parish and Anglicare SA representatives at the request of the parish. This would include an assessment of how well the project achieved its objectives, the viability of project continuation and the identification of alternative funding sources.
10. The opportunity to **promote** the local community engagement of parishes and joint venture partnerships with Anglicare SA through the fund will be undertaken in consultation with the JADAPP Committee. This may include promotional articles in *Parish Update*, the *Guardian* and other means.
11. The scope of the fund is based on its original aim to provide non-recurrent grants for new parish projects. Assistance may also be provided to existing parish projects (whether or not they have been previously assisted by the fund), seeking to move in to a new phase of development, or experiencing time limited funding difficulties. This consideration will be based on an assessment of the particular project in relation to the strategic directions of Anglicare SA.



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## Application Form

### 1. Identifying Information

1.1 Name of parish

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1.2 Contact person

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1.3 Position in parish

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1.4 Contact details (telephone, email etc)

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1.5 Postal address of parish

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1.6 Date of application

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### Assessment criteria

The PCEF has been established by Anglicare SA to provide grants between \$1000 and \$5000 to Anglican parishes seeking to engage in community outreach activities to benefit people in need in the local community. The following assessment criteria will determine projects to be approved for grants:

- Identified evidence of the need for the proposed project in the local community.
- Willingness and capacity of parishioners to become actively engaged in the project.
- Strategy to connect the local church and community through service delivery and community building as an expression of local mission.
- Consistency with Anglicare Strategic Directions – namely, growing capacity and opportunity to build on the strengths of marginalised people; creating a more just and sustainable society; building partnerships with church and community; and promoting positive ageing and wellbeing.
- Identified potential for the project to be financially viable beyond the one year period of the grant and the willingness of the parish to consider this during the project period.
- Capacity to form a small committee to oversee the project, engage with Anglicare SA staff representatives as appropriate, and to report to parish council and Anglicare SA.

**2. About your Parish Community Engagement Project**

In response to the above assessment criteria, applicants are asked to provide the following information:

**2.1 Name of Project**

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**2.2 Description of Project**

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**2.3 Desired Outcomes of the Project**

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**2.4 Description of those to be assisted by the project**

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**2.5 Description of those to be involved in implementing the project**

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**2.6 Times and regularity of project operation**

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**2.7 Description of site for project activities**

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**2.8 Number of paid/voluntary staff to be involved in the project**

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.....

**2.9** *Period of Project — start and completion dates (must be a minimum of 12 months):*

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**2.10** *Is the project already in existence?*

Yes

No (go to 2.14)

*If yes how long has it been operating?.....*

**2.11** *Have you already received an Anglicare grant, and if so, have you reported on the activities and outcomes of the project? (Note that this report is a prerequisite to any application for further funding through the PCEF for existing or developing projects)*

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**2.12** *What is new and different about the project which indicates it is entering a new phase?*

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**2.13** *Why are funds being sought at this time?*

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**2.14** *What potential is there for the project to continue to be viable, financially and otherwise, beyond the 12 month grant period, including future funding?*

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**2.15** *How will the project help the parish fulfil its mission?*

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**2.16** *In what ways is the project consistent with the abovementioned Anglicare SA Strategic Directions? Do you see any potential for closer links with Anglicare through this project?*

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**2.17** *How will the project meet the needs and hopes of those it serves?*

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**2.18** *Have all who will be directly involved in the project completed the relevant requirements of the Diocese of Adelaide in relation to safer ministry? If not, outline proposed process for completion.*

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**3. Project Management**

**3.1** *Who will be the coordinator of the project?*

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**3.2** *Will the person work in a paid or voluntary capacity? .....*

**3.3** *Is the person suitably trained or equipped to undertake this role? Please specify*

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**3.4** *Is further specific training needed and if so in what specific areas?*

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**3.5** *Who will be the members of the Committee to oversee the project?*

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**3.6** *How often will the project Committee meet?.....*

**3.7** *How will the Committee report to the Parish and Anglicare SA?:*

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**3.8** *Who will be responsible for writing the end of project report, including the preparation of a financial report in conjunction with the parish treasurer?*

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**4. Grant Funding Request**

**4.1** *How much is being sought from the PCEF (grants from \$1000–\$5000)?*

(Note that grants of up to \$5000 are available for a new project or an existing project planning to engage in a new phase of its development. Smaller grants of up to \$2000 are available to support the viability of an existing project experiencing time limited funding difficulties.)

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**4.2** *What is the proposed itemised budget for grant expenditure?*

Expenditure item <i>(eg salary, materials etc)</i>	Total cost of item (\$)	How much of total cost of each item is expected to be provided by		
		<i>Parish</i>	<i>PCEF</i>	<i>Other source</i>
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>TOTALS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**4.3** *What additional funds or assistance in kind have been sought from parish or other funding sources for the project?*

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*Which bodies are providing additional funds in the current financial year and how much in each case?*

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**4.4** *Is this project likely to attract further funding beyond the 12 month scope of the project grant?*

Yes

No

**4.5** Has this application been approved by Parish Council?

Yes

No

If yes, when?.....

**5. Signatures**

.....Parish Priest

.....Church Warden

.....Church Warden

.....Date

**When the application is completed please forward the original signed copy to:  
Peter Burke, Anglicare SA, 18 King William Road, North Adelaide 5006  
Applications may also be emailed to [pburke@anglicare-sa.org.au](mailto:pburke@anglicare-sa.org.au) but a signed copy  
will still need to be forwarded. Applications can be made at any time of the year. The  
JADAPP Committee which oversees the fund usually meets on the third Tuesday of  
each month.**