

Local Compassion Fund

Grant Application Guidelines

Thank you for your interest in The Meeting House's Local Compassion Fund.

Please find the application form at this link: themeetinghouse.com/fundapplication

Introduction

Due to the COVID-19 pandemic and the ongoing immediate needs it has created among our local partners, we have decided to have two smaller granting windows to help meet your needs sooner. The first application window will be in Spring 2021 and the second will be in Fall 2021. The total amount of funds granted will be similar to previous years, despite having two separate application windows. The desire is not to create more work for our partners so the option will be made available on the fall grant application to submit an abbreviated application if you are applying for funds for the same project as the spring application. Note, however, that the application will be reassessed, meaning that a proposal that received funding in the spring is not guaranteed to receive funding in the fall.

When writing your application, please introduce us to your organization and your project as though we have never met. Do not assume The Meeting House knows anything about your organization, regardless of previously received funding. (There is a different panel of reviewers each year.) The maximum amount of funding that can be applied for during each application window is \$10,000. Organizations who receive funding in Spring 2021 will also be eligible to apply for Fall 2021. Please note that not everyone who submits an application will receive funding. We will be accepting capital projects this granting window however, please read the notes around capital projects in the FAQ's below.

Important Dates

Application Window One: Spring 2021 - CLOSED

Grant Window Open: May 03, 2021

Grant Window Closed: June 04, 2021 (5PM EDT)

Granting Decision: By July 16, 2021

Reporting: 20 business days after the project end date or January 31, 2023 (whichever occurs first)

Application Window Two: Fall 2021- OPEN

Grant Window Open: Sept 01, 2021

Grant Window Closed: Oct 8, 2021 (5PM EDT)

Granting Decision: By Nov 26, 2021

Reporting: 20 business days after the project end date or January 31, 2023 (whichever occurs first)

Organization Eligibility

To be eligible to apply for funds through the Local Compassion Fund, your organization must meet the following criteria:

- Be a registered Canadian charity in good standing with the Canada Revenue Agency
- Be an official core partner of a Meeting House parish for a minimum of one year
- Have submitted all outstanding reports for completed grants received through the Local Compassion Fund. (If a past project is still ongoing throughout 2021, these reports are not yet due.)
- Be applying for a project within the city of the endorsing parish or its affiliated Home Churches
- The Local Compassion Fund is a finite fund. If your organization has received funds in the past, it should not be assumed that you will receive funding this year.

- All funds are restricted and must be used for the purpose stated in the application submitted. Any proposed changes in the use of funds received from The Meeting House must be submitted via email and approved. Please email us at matt.thompson@themeetinghouse.com
- Please ensure the parish representative named in your application is aware that you are [a] submitting an application and [b] using them as a reference.
- Project proposals must be between \$1,500 and \$10,000.
- Projects must have an end date of no later than December 31, 2022. All funds received from The Meeting House must be spent by this date.
- Partners that have received funding for three consecutive years or more may be granted reduced funding if successful this year.

Funding Interest

Preference will be given to BIPOC-led organizations (defined as groups where at least two-thirds of senior staff and/or board leadership positions are held by those who self-identify as Black, Indigenous or People of Colour) who are predominately serving BIPOC communities. Note that organizations that align with the funding interest are not guaranteed to receive funding. Similarly, organizations that do not meet the funding interest for this granting window are still eligible to receive funding.

Reporting Requirements

Grant recipients will be required to submit a Final Report no later than 20 business days after the project end date stated in the application or by January 31, 2023 (whichever date occurs first). Failing to submit a Final Report will jeopardize opportunities to receive future grants through the Local Compassion Fund.

The Final Report template can be found at: themeetinghouse.com/compassion

Frequently Asked Questions

1. What qualifies as an official core partner of one of The Meeting House parishes?
 - Official core partners are determined by the parishes. If your organization was notified by a Lead Pastor or a Compassion Coordinator about the Local Compassion Fund, then you are eligible to apply. If you are in doubt, follow up with the local parish.
2. Can I apply for more than \$10,000 or less than \$1,500 per application window?
 - No, funding requests must be within this range. The Meeting House also has a guiding principle that we do not provide more than 3% of an organization's annual funding so as to ensure long-term organizational health. You may apply for up to \$10,000 but the amount you receive may be less, due in part to this rule.
3. Will all applications receive funding?
 - No, the application process is competitive and grants will be given to the applications that most align with our assessment criteria.
4. What are the criteria in which the application will be assessed?
 - The assessment criteria can be found [here](#).
5. Can an organization submit more than one application per application window?
 - No.
6. Can an organization submit an application for each application window this year?
 - Yes.
7. If my organization receives funding during the first application window in the spring, will it affect our eligibility to receive funding in the second application window in the fall?
 - No.
8. Can an organization submit an application for the same project during both applications windows?
 - Yes, however receiving funding during the first granting window does not guarantee you will receive funds for the second granting window.

9. If we miss this year's round of funding, when will The Meeting House be accepting the next round of applications?
 - The next tentative dates for the 2022-23 application window will be in September 2022.
10. Does The Meeting House only fund faith-based organizations?
 - No.
11. Does an organization have to be a registered charity in Canada and in good standing with the Canada Revenue Agency?
 - Yes.
12. How do I submit an application?
 - Applications are to be submitted online at the website directed above. They are received by the Compassion Ministry team at The Meeting House.
13. Must I report on my project if my application is successful?
 - Yes.
14. Can I apply for funds for an ongoing project or just new projects?
 - Both – please note that for ongoing projects, you must specify the timeframe in which the funds will be used. The end date you state in your application will be used to determine when your Final Report is due to The Meeting House. Applications cannot have “indefinite” or “ongoing” project end dates.
15. What is considered an outstanding final report?
 - These are final reports due from previous grants received through the Local Compassion Fund. **Note:** Grants received in July 2020 or December 2020 are not due until January 2022 unless the project completion date indicated in your application was before this date. Grants received in July 2021 are due in January 2023 unless the project completion date was earlier.
16. What recommendations do you have if I am not confident in my ability to write grant proposals?
 - Please review the assessment criteria and the video tutorial included in the application. Additionally, contact us (at the contact information below) and request assistance and guidance in writing your proposal.
18. Can I apply for more than one project with one application?
 - No. Make sure you are only applying for ONE project with this application. Applications for multiple projects will be assessed but typically score low in our review process.
19. What information should I include in the project budget?
 - Make sure to include the total project budget - how much will everything cost for this project, including salaries. Please also include additional sources of income (such as other grants, funding from individual donors and funding from your organization's general budget). [Here is a budget template to help you.](#)
20. Can I submit a proposal for a capital project?
 - We recommend you do not write a proposal for a capital project. However, if that is your organization's greatest need, you may. Make sure to clearly link how this capital project will affect the outcomes of your project for participants in your logic model. If you do not clearly link how this expense will directly impact the outcomes for participants, your review will likely not score well in the review process.

If you have any further questions about the application process this year, please contact Matt Thompson.

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