



Community Adjustment Fund – Frequently Asked Questions

2009 may well go down in our church history book as the Year of the Financial Miracle. On August 27, we received word that our application for Federal funding had been accepted. We were to receive 95.24% of the money needed to renovate our roof, walls and heating/cooling system!

Since then, our time has been stretched thin coordinating construction contracts, logistics, schedules, and *a lot* of paperwork. We have also received numerous requests from other churches and non-profit organizations wondering if we can help them receive funding. In an attempt to do this most efficiently, we have put together this information page.

We hope this will help you in your venture, but the only thing we did that guaranteed us the funding was filling out the application. In all sincerity, God did the rest.

Was KPC actively searching for this type of funding?

No. We had preliminary quotes for some of the work, and had put together a budget that we presented to our congregation in the Spring of 2009. The work needed to be done, so our plan was to raise all the funds internally starting in the Fall of 2009. We were informed of the existence of the Community Adjustment Fund (administered by the Federal Economic Development Agency of Southern Ontario) by someone in our church who noticed that non-profit groups could qualify.

Is the Community Adjustment Fund still available?

Sort of. At this time, Phase Two of the CAF has been announced; however the stipulations appear to be different: <http://southernontario.gc.ca/eic/site/723.nsf/eng/home>

How can I find out about other funds?

The best way is to research Federal and Provincial websites and/or contact your local MP or MPP. If your local government representative belongs to a party different from the one in power, it may also help to contact the nearest representative that is with the governing party.

What kind of help did you have putting together the application?

We put together our own application with no help from a consultant. In fact, it wasn't until we had received the funding that we found out there are consultants that can be hired specifically to source and write grant applications. Our application package included reports from our Annual Meeting, plans for the renovations, quotes, and timelines. We have looked at the



documents required for Phase Two of the CAF, and the application is quite different from the one we put together. It appears that the requirements are different for each grant.

Is there any other advice you can give our group when applying for funding?

Governments have many processes in place to ensure that grant money is used for its intended purpose. We have a signed contract with the government that guarantees our funding, but we only receive it when they have reviewed our invoice submittals and progress reports. As such, we offer the following tips (most are construction project specific):

- **Ensure you have someone designated to be the “administrator” of the fund.** This person needs to have the time and ability to collect invoices, write reports, fill out forms, deal with government requests, etc. Experience with construction projects is also very helpful. Since June, we have logged at least 150 volunteer hours on this project, and that does not include the work the hired Construction Manager has done.
- **Have a basic tendering policy in place.** Our funding cannot be used to pay members of our congregation for work being done. All of our contracts have been tendered by a third party to the lowest bidder. Having a policy in place now will save you time later.
- **Compile rough estimates for your project** (as funds allow). It may cost a little to have designs drawn in order to have reasonable cost estimates, but if you are going to do the project regardless of funding, the money won't be wasted.
- **Have people praying!** A group in our church committed to praying for our application during the submittal and selection stages. We were amazed when our application was approved! It is great for our congregation and community to be able to have this miracle in our midst. No one will be able to say that our new roof is a result of our own sacrifice and hard work. It is simply a result of God's grace and love – and it is confirmation that He wants us to continue to serve the community we are a part of with the building we have.

I have more questions – can I meet with someone to talk about this further?

We are grateful for our blessing, and would like to see others blessed as well. The goal of this document is to summarize our very limited knowledge of successful grant applications. The volunteer administering our grant is involved in other areas of the church, in addition to their paid employment and family commitments. Unfortunately we cannot accommodate the many requests we have received at this time.