

FORM 2 Application for Approval – Full Initiative Plan

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This form is the next step for a Mission Initiative Grant. This application will contain detailed information related to your Mission Initiative.

This form should **only** be submitted if a FORM 1 has already been approved by MSE.

It is to be submitted to the chair of the Mission Strategy and Education Committee (MSE) of the presbytery - contact details are available on the Presbytery Website www.ucappw.org.au

MSE meet on the third Tuesday of the month.

It can be submitted at any time i.e. there is no formal application time limit.

APPLICATION SUMMARY

Your Mission Initiative Information

(each of the boxes can be expanded to include your information and you can attach any supplementary information)

Title of your Mission Initiative	
Vision	
Who will lead this initiative	
Location (if applicable)	
Anticipated Total Costs (including GST)	
Start Date (and end date if applicable)	
Partners (if applicable)	

Please indicate that the following documents have been included

	Short Summary of Mission Initiative - 300 word max
	Full Mission Initiative Plan – including outline of the idea, objectives, key indicators and assessable goals, the processes used in the initiative, background research and data, personnel involved (including how recruitment will happen), location (including signed agreements with the beneficial user of the property), logos and marketing materials (section B)
	Budget/ Projected Cash Flow Statements - including clear sustainability measures, other avenues of funding, quotes if applicable (see Section C)
	Timeline of the Initiative including start date
	Risk Management Plan
	Partners letters confirming support
	Any necessary Government or church approval letters – if applicable

Presentation Details

Person/s doing the presentation	
Contact Details	
Preferred day and time	
Other necessary information	

Section A

1. Ministry Context/s Information – Congregation /Faith Community/Presbytery

Name of Ministry Context	
Contact Person	
Position of contact person	
Email	
Phone	
Address	

2. Joint Applicant (if applicable)

Name of Ministry Context	
Contact Person	
Position of contact person	
Email	
Phone	
Address	

3. Mission Initiative Leader/s (other rows may be added)

Name and title of Project Leader	
Email	
Phone	
Address	

Name and title of other key people	
Emails	
Phone Numbers	
Addresses	

Section B**INITIATIVE DETAILS**

1. Title of your Mission Initiative	
2. Vision	
3. Missional Objectives/Outcomes What do you want to achieve? What need/s are you meeting?	<ul style="list-style-type: none">•
4. Outline of Mission Initiative What are you going to do and how? Start (and end date if applicable)	
5. Spirituality How will you incorporate spiritual aspects, and discipleship development into your initiative?	
6. Personnel Who will be involved - paid employees, volunteers, participants, other? How will people become involved; what recruitment measures need to be put in place? How will people with disabilities be included? How will you consider /cater for intercultural issues? Management of compliance issues. If there are to be paid employees, please complete section D	
7. Location	

<p>What property will be used; do you have approval for the use from the beneficial user of the property (a signed letter should be attached to this application) Who else uses the property that might impact this initiative? Are there any changes to the property required for this Initiative?</p>	
<p>8. Timeline Details i.e. projected start date/ end date (if applicable), milestones, deadline dates etc</p>	
<p>9. Budget / Projected Cash Flow Statements – give a brief outline here including requested grant amount, contributions from Congregations and any other funding. More information will be required in Section C</p>	
<p>10. Promotion /marketing Do you have/ will be developing a logo, social media presence, website, promotional material? Who will be doing this? (These are not necessary for a successful application)</p>	
<p>11. Partners (if applicable) Who will you be partnering with in this initiative? What if one partner discontinues, what measures do you have in place to deal with this? What conflict management measures have you or will you be putting in place?</p>	
<p>12. Sustainability/recycling/ environmental factors What measures are you taking to use sustainable/recycled products?</p>	
<p>13. Governance / Accountability Who will you be accountable to? How will the project be governed?</p>	
<p>14. Reflecting the PPPW strategy “Regenerating the Church”. How does this mission initiative reflect the visions and goals of the strategy?</p>	

<p>Background Research and Data i.e. has this been sort of project</p>	
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<p>done before? If so by whom, how successful were they? How sustainable are they</p> <p>Who else is doing this sort of project in your area? Have you spoken to them? Are you able to work together? If not why not</p>	
<p>Key Indicators of Achievement i.e. assessable goals How will you know you are meeting your objectives and vision?</p>	
<p>Reviews How and when will you review your initiative? Including financial/ personnel/ leadership/ volunteer sustainability</p>	

Section C FINANCIAL DETAILS

Detailed statements to be included

- i. budget
- ii. financial plan including how you would like the grant to be paid, i.e. full amount up front, in instalments, time line of expected expenditure, etc
- iii. financial statements showing current financial position of the congregation/ partners
- iv. quotes for equipment or services

Project Costs - Type	Amount \$
Employment Costs	
Equipment purchases	
Promotion/Marketing/ Signage etc	
Rental/ property costs (if applicable)	
Insurance	
Bank Details – if known	
Other	

Sources of Income - Type	Amount \$
Mission Initiative Grant	
Congregational Contribution	
Other grants	
Fundraising	
Other income	

Section D EMPLOYMENT DETAILS

1. Title of Employee	
2. Position Description – tick if this is attached	
3. Hours of work	
4. Award and payment amount including allowances	
5. Accountability – who will this person report to, how often and how??	
6. When and how will the position be reviewed?	

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2. Position Description – tick if this is attached	
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6. When and how will the position be reviewed?	

Total Employment Costs	
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Section E RISK ASSESSMENT

Please list below the potential risks associated with this mission initiative and detail the corresponding level of impact and the planned action or mitigation should this event occur. Alternatively, please attach a copy of the “Risk Management Plan” for the project.

Proposed Risk Schedule

List of Risks	Level of Impact	Mitigation

Section E APPROVAL - MSE use only

Name of Mission Initiative	
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Standard Criteria

(Yes/No)

Ministry context is within the oversight of PPPW	
Up to date with mission and service giving	
Synod Community Life Survey – previous year	
Synod Financial Survey – previous year	
Ministry context is making a contribution	
Application has been approved by minister in placement or key leader	
Application has been approved by church council or governing body	

Crucial Criteria

(Score out of 10)

1. How does the Mission Initiative reflect the vision and goals of the PPPW Regenerating the Church Strategy		
2. Sustainability of the Mission Initiative overall		
2a. Financial		
2b. Leadership		
2c. People		
2d. Spiritually		
3. Are there sufficient processes in place for the mission Initiative to succeed? If not what else needs to be put in place		
4. Are the Missional Outcomes realistic and achievable?		
5. Partners or networks of the Mission Initiative		

Other comments or suggestions		
Overall score		

Approval	
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Form 2 received by MSE	
Date of Initial Review by MSE	
Date of Presentation	
Date of decision by MSE	
Date of SC decision	
Date of PiC decision	
Date of Notification of Decision	
Date/s for Launch	
Proposed date for reporting to PiC	
Proposed date for Review	