

**THE PRESBYTERIAN CHURCH IN CANADA
PRESBYTERY OF EAST TORONTO
COOKE'S CHURCH (TORONTO) TRUST FUND**

**COOKE'S CHURCH (TORONTO) TRUST FUND TERMS OF REFERENCE, GUIDELINES AND
APPLICATION PROCESS**

Approved by Trustees, May 8, 2018

Approved by Presbytery of East Toronto, June 12, 2018

TERMS OF REFERENCE

1. The Cooke's Church (Toronto) Trust Fund (hereafter called the Fund) was established by the Presbytery of East Toronto from the residue of the assets of the former Cooke's Presbyterian Church, Toronto.
2. The Fund exists to provide grants to assist the ministries of congregations, institutions, agencies and courts of The Presbyterian Church in Canada which meet the criteria set out in the Guidelines below.
3. The Fund shall be overseen by eight (8) trustees. Four (4) trustees, including the convener, are named by the Presbytery of East Toronto, while four (4) are named by the Presbytery of Pickering.
4. The Trustees form a standing committee of the Presbytery of East Toronto.
5. The Trustees recommend expenditures from the Fund for final approval to the Presbytery of East Toronto. No expenditure may be made from the Fund without the approval of the Presbytery of East Toronto.
6. The income available for granting each year shall be calculated on the basis of 4.5% of the average of the capital account balance for the previous three years.
7. The Trustees may, from time to time, transfer additional funds from the Capital Account to the Income Account to meet qualifying grant approvals in any given year. Such transfers shall not impair the capital of the Trust Fund.
8. The Trustees shall provide an annual report to the Presbyteries of East Toronto and Pickering, including a financial statement and details of the Fund's activity over the past year.
9. These *Terms of Reference, Guidelines and the Application Process* are approved by the Presbytery of East Toronto. These may only be amended by the Presbytery of East Toronto on notice of motion given at a previous Presbytery meeting by the Fund's Trustees.

GUIDELINES (Eligibility for Funding)

1. Only ministries, programs and projects of congregations, institutions, agencies or courts of The Presbyterian Church in Canada are eligible for funding.
2. Grant applications for urban “inner city” ministry will receive priority consideration.
3. Grant applications for new church development will be received up to a maximum one time grant of \$50,000 towards property and building costs as long as such projects are matched by at least an equivalent amount from other sources.
4. Grant applications for congregational or institution building projects will be received up to a maximum one time grant of \$20,000, to be matched by at least an equivalent amount from other sources.
5. Grant applications for new congregational ministries, with a priority given to outreach, will be received up to an annual maximum amount of \$20,000 to be matched by at least an equivalent amount from other sources. Such grant applications must be submitted annually. A self-supporting congregation shall be eligible to apply for 50% of the maximum.
6. Grant applications for institutional ministries will be received up to an annual maximum amount of \$20,000 to be matched by at least an equivalent amount from other sources. Such grant applications must be submitted annually.
7. Grant applications for summer theological students will be received for grants equivalent to the Canadian Ministries stipend and allowance rate for a student on summer appointment up to a maximum of 16 weeks less \$100 per each pulpit supply occasion. Self-supporting congregations are eligible to apply for 50% of the student stipend and allowance rate. All congregations and institutions shall be responsible for the student’s travel and employment expenses, and for all of the employer’s share of taxes and deductions. Only congregations employing those certified as students for the ministry of The Presbyterian Church in Canada are eligible for such summer student grants. Priority will be given to those position descriptions that emphasize outreach and new and creative ministries.
8. Grant applications for special and short-term ministries will be received for grants up to a maximum of \$400 per week per staff member (up to a maximum of two) and for a period of eight weeks to be matched by at least an equivalent amount from other sources. Such ministries are to be innovative, congregational-based, seasonal ministries that focus on youth and outreach into the community.
9. The Trustees shall maintain historical records of previous grants given in order to be knowledgeable in making successive grants based on a Canadian geographical spread, and setting a quota priority to programs within the Presbyteries of Pickering and East Toronto.

10. The Trustees may establish limits to the total annual grant amounts for each of the following categories: a) urban (inner city) ministry, b) new church development, c) congregational or institution building projects, d) new congregational ministries, d) institutional ministries, e) summer theological students, and f) special and short-term ministries.
11. The Trustees shall ensure that grants from the Fund do not create a dependency on continual annual grants.
12. Notwithstanding the above guidelines, the Presbytery of East Toronto may, in its discretion, approve grant applications beyond the guidelines, giving specific reasons for so doing.

APPLICATION PROCESS

1. Applications must be approved by the presbytery or the judicatory that exercises oversight of the body (congregation, agency, court, institution) making the request.
2. The presbytery or judicatory shall transmit the application to the Convener of the Fund.
3. Grant applications for personnel and programs shall be accompanied by the following:
 - Written presentation of the project or program, its objectives/ purpose
 - Detailed budget showing sources of funding and costs of the project or program
 - A copy of the most recent annual financial statement of the congregation or entity requesting the grant
 - Minute of a congregation meeting /Board meeting approving the project/program
 - Minute from the local Presbytery approving the congregation/entity making a grant request to Cooke's
 - The project/program must fit within the Cooke's Fund Guidelines
4. Grants that are not drawn within two years following approval shall be forfeited.
5. The Presbytery of East Toronto has the authority to approve, deny, amend, defer, or otherwise deal with all recommendations from the Trustees of the Fund.

May, 2018