

Operation Manna Guidelines for Funding

This document outlines important information about Operation Manna funding. It includes information about the *types of funding available*, *conditions of funding*, as well as *important dates*.

If you are considering starting a new ministry or program, please read through this information, and then contact a Community Ministry Developer to discuss your plans and request the following:

- Application for Year 1 of Multi Year Operation Manna Funding
- Budget Worksheet (Excel template)
- Operation Manna “Connection” Questionnaire

To reach a Community Ministry Developer, contact:

Tammy Heidbuurt – Eastern Canada (Manitoba, Ontario, Quebec, Maritimes)
theidbuurt@crcna.org

Henry Bosch – Western Canada (British Columbia, Alberta, Saskatchewan)
hbosch@crcna.org

Madeline Robins – Burlington, ON office
info@diaconalministries.com
1-800-730-3490

TYPES OF FUNDING AVAILABLE

One-Time Grants:

- A. Community Opportunity Scan (COS):** Operation Manna provides up to \$1500 to churches undertaking a COS in their community. To request information about applying for a COS grant, contact us at info@diaconalministries.com
- B. Pilot Projects:** Operation Manna provides up to \$2500, with local matching funds required, for pilot projects. To request information about applying for a Pilot Project grant, contact us at info@diaconalministries.com

Multi-Year Grants:

- A. Grants for a New Project¹: 2– 4 years of funding**
Funding for start-up organizations that are launching a new ministry.
- The organization should be less than 2 years old at the time of application.
 - The grant may not exceed 50% of the overall budget for the project.
- B. Grants for Existing Ministries to start a New Program²: 1-3 years of funding**
Funding for existing organizations that want to start a new program.
- The grant may not exceed 50% of the total budget of the program.

PLEASE NOTE: The remainder of this document pertains to the Multi-Year Grants application process.

KEY FACTS ABOUT OPERATION MANNA'S MULTI-YEAR GRANTS

- Diaconal Ministries Canada's primary contribution to applicants is coaching, consultation and training, in areas such as visioning, board training, strategic planning, networking, goal-setting, and evaluation.
- The maximum amount of multi-year funding paid to an applicant in the first year is \$10,000 to ensure local sustainability.
- The amount granted to an applicant declines each year for multi-year funded projects/programs.
- The Operation Manna grant must constitute at least 20% but not more than 50% of a project's total budget. The same limits apply to program funding.
- Diaconal Ministries Canada does not fund capital projects such as construction and renovation.

KEY FACTS continue on the next page ...

¹ "Project" refers to a 'new' start-up organization

² "Program" refers to a new activity within an existing organization or ministry.

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KEY FACTS continued –

- A comprehensively completed application must be submitted by **August 15** in order to be considered for funding.
- To receive subsequent years of funding, renewal applications must be submitted each year by **October 15**.
- Operation Manna will only provide project or program funding to an applicant one time.
- Preference will be given to applications from Christian Reformed Churches, particularly those who have completed a Community Opportunity Scan, or organizations that have done an assessment of their community.
- No more than 3 applications (new and renewal) per classis (regional group of Christian Reformed Churches) will be approved in any particular year. However, an exception will be made if the applicant is a Christian Reformed Church, and/or there are sufficient funds to support it.
- Operation Manna will not accept an application from an existing organization whose total budget exceeds \$350,000. This restriction does not apply when the applicant is a church.

CHARACTERISTICS OF HEALTHY, FRUIT-BEARING COMMUNITY MINISTRIES

Operation Manna has identified 8 characteristics of a healthy, fruit-bearing community ministry. An applicant funded by Operation Manna must demonstrate each of these characteristics. A program/project might not initially excel in every area however, with support from Operation Manna, one expects to see growth and development in these 8 areas during the period of funding.

1. Demonstrates holistic Christian ministry

A ministry funded by Operation Manna is holistic. This is demonstrated in a ministry of compassion that responds to the whole person and includes a sensitive witness to the saving love of Jesus Christ.

2. Recognizes people's strengths and responds to felt needs

The ministry focuses on people's strengths while addressing significant needs. These needs should be clearly stated and the application should be clear on how the participants will be helped as a result of this project. A careful assessment of other agencies/churches working in this area is carried out at the outset to avoid duplication and ensure collaboration.

3. Promotes sustainable change

The ministry desires that participants make sustainable change in their lives. Sustainable change refers to growth in the lives of people in the following areas: personal, social, spiritual and vocational.

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4. Involves the participants

Participants are actively involved in the ministry with input into the planning, delivery and evaluation of the programs. Participants are mentored to take on leadership roles in the ministry.

5. Connects with the Christian Reformed Church (CRC)

Operation Manna believes that an active relationship between the Operation Manna applicant and the local CRC(s) is necessary to meet the mandate of the Operation Manna program. Whether the applicant is a local CRC or a parachurch organization, there should be a strong relationship with the CRC and its members to the ministry. This should be observable through broad awareness and support of its programs by the CRC members as well as engagement in the ministry's activities, especially by the diaconate.

6. Creates partnerships with the community

The applicant builds on the strengths in the community by working with existing agencies and services as well as other local churches to foster networking and collaboration.

7. Ensures accountability and evaluation

Applicants regularly review their work including a careful assessment of outcomes compared to the project/program goals and objectives. This includes a review of the project's organizational capacity as well as the work of the staff and volunteers.

8. Attracts long-term local financial support

There is an expectation that an increasing amount of local funds will be committed to the project to make it locally sustainable after Operation Manna funding ends. The projected budget for the requested years of support must indicate how Operation Manna funding will be replaced.

PARTNERSHIP EXPECTATIONS

A. What are Diaconal Ministries Canada's expectations of partnership with you?

As a partner organization of Diaconal Ministries Canada, we ask you to:

- Develop clear annual project and program plans that describe what you do, how you do it, and what difference it makes in the lives of the participants based on Operation Manna's funding guidelines;
- Participate in an annual review with a member of the Operation Manna Committee and other stakeholders;
- Contribute 2-3 stories (with pictures where possible) which illustrate your work;
- Attend an annual Ministry Networking Day with other ministries to share your experiences;
- Consider participating in an annual Day of Encouragement in your area;
- Network with other Partners (diaconates, diaconal conferences and classis)
 - Networking with diaconates includes the following:
 - Meeting with the deacons to get their input and active participation;
 - Exploring ways to involve members of the church in the ministry of the project/program;
 - Scheduling a presentation in the local CRC to inform and encourage involvement;
 - Sharing prayer concerns on a regular basis.

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- Networking with the diaconal conferences (regional group of diaconates) and classis (regional group of Christian Reformed Churches) may include the following:
 - Making a presentation and/or have a display at one of their meetings;
 - Communicating with them regularly about your ministry and prayer concerns.
- Pray for other ministries funded by Operation Manna; and,
- Consider continued interaction and learning with DMC after the funding ends.

Diaconal Ministries Canada will:

- Walk along with you and learn from you as you develop your project or program;
- Visit your ministry at least once during the year;
- Provide opportunities for you to learn and share with other Operation Manna partners;
- Help build the strengths of your staff, program and board; and,
- Pray for your ministry.

TIMELINE FOR APPLICATIONS

Applications for Year One of Multi-Year Grants are due in the Burlington office of
Diaconal Ministries Canada
by **August 15**.

Mail: Diaconal Ministries Canada
3475 Mainway Drive, PO Box 5070 Stn LCD 1
Burlington, ON, L7R 3Y8

Fax: (905) 336-8344

Email: info@diaconalministries.com

Phone: 1-800-730-3490
(905)-336-2920

November– January: The Operation Manna Committee, staff and local Christian Reformed Church representatives are involved in a review of the application and carry out an on-site review.

February: The Board of DMC makes its decision on grants.

April 15: The first grant instalment is advanced to the project or program. Subsequent instalments are disbursed on July 15 and October 15 of the same year.

May: A Ministry Networking Day is hosted by DMC. The Operation Manna offering is gathered in Christian Reformed churches throughout Canada.

October – Renewal applications for Year 2, 3 or 4 of OM funding are due October 15.