

OPERATION MANNA



This package includes:

- **Important information to read before completing the RENEWAL APPLICATION FORM**
- **A RENEWAL APPLICATION CHECKLIST**
- **RENEWAL APPLICATION FORM**

Operation Manna Purpose Statement:

To engage Christian Reformed Churches in community ministries that seek to bring about sustainable change in individuals and communities experiencing significant needs.

Updated June 2010

Hello! Please take a moment to read the following information before completing the renewal application. These first few pages include important information about the *types of funding available, conditions of funding*, as well as *important dates*.

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. Review it thoroughly, and complete the Renewal Application Checklist before submitting your application.

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.

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.

KEY FACTS continued –

- 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.
- 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.

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.

- 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.

Renewal Application Checklist

A complete RENEWAL APPLICATION includes the following:

- a) Renewal Application Form received by October 15
- b) OM Budget Worksheet and the financial documents outlined in the application form received by October 15 (an Excel template is available upon request)

Please submit completed Application, Financial Documents and Questionnaire to:

Diaconal Ministries Canada

3475 Mainway Drive, P.O. Box 5070, STN LCD 1, Burlington, Ontario, L7R 3Y8

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

Fax (905) 336-8344

Email: info@diaconalministries.com

Renewal Application for Operation Manna Funding

Renewal applications are due by October 15, 2010

Applications should be typed (not handwritten).

A. Description of the Organization:

1. Name in full of organization: _____

2. Name of specific program: _____

3. Business address: _____ Phone # () _____

_____ Postal Code _____

Email & Web address: _____ Fax # () _____

4. Name of Director: _____ Phone # () _____

5. Status of incorporation:

6. Charitable registration number: _____

7. Name of board treasurer: _____ Phone # () _____

8. a) Date this application was submitted: _____

b) Submitted by: _____

9. This is year # ___ of applying for Operation Manna ___ Program, ___ Project funding (check one).

c) Amount of grant requested: \$ _____

This represents _____% of the applying organization's total budget

This represents _____% of the budget for the program to be funded by Operation Manna

11. Christian Reformed Church (CRC) **Connection:**

a) This application is endorsed by a local Christian Reformed Church:

Name: _____

b) Name of the local CRC representative relating to this project: _____

c) Date of last visit or contact with the CRC: _____

B. Ministry Report

In its consulting work with ministries, Operation Manna asks that all partners work with us in an inter-dependent way (i.e. we rely on each other for input and growth), and provide us with the following.

Summary of Performance

1. Provide a 1/2-page summary of your ministry or program's activities and achievements during the past year, focusing on the areas in which the Operation Manna grant was applied.
2. Indicate what you are requesting further funding for, how much, and why?
3. Include two or three stories to illustrate how the strengths of participants were used in your ministry or program and/or sustainable change happened in the lives of participants.
4. Describe how your ministry responded to the following areas (see Guideline Characteristics) during the past year, including any new learning that occurred and what your ministry may do differently as a result.
 - a) Demonstrated a holistic Christian ministry
Describe how a Christian witness came to a clear expression in your ministry.
 - b) Recognized people's strengths and responded to felt needs
In what ways were people's strengths used in your ministry and how were needs addressed?
 - c) Promoted Sustainable Change
In what ways were you able to see growth in the lives of participants in the following areas: social, personal, spiritual and vocational?
 - d) Involved the participants
How were participants (not volunteers) actively involved in your ministry?
 - e) Connected with the local CRCs
What observable ways can you describe the involvement and relationship of your ministry with the local CRC?
 - f) Created Partnerships in the community
Describe the ways in which you are involved with other community partners.
 - g) Ensured accountability and evaluation
Describe how evaluations of your ministry were conducted and what avenues of accountability exist.
 - h) Attracted long term local financial support
What steps have been made to replace Operation Manna funding?

C. Action Plan for 2011

1. Describe the activities of your project or program for the coming year in a one-page format.

Provide details of your plans for the upcoming year for the following characteristics (see Guidelines):

- Involves the participants
 - Describe how your ministry will involve participants so that their giftedness and strengths will be used.
- Promotes sustainable change
 - Describe how your ministry or program will promote sustainable change in the lives of participants in the coming year?

- Connects to the local Christian Reformed Church(s)
 - What are your plans to further strengthen your relationship with the supporting CRC(s)?
- What other *characteristics* require attention in the coming year?

D. Financial Information

Please provide the following:

1. Your projected budget (see spreadsheet on-line) for the remaining years that you are seeking funding.
 - Operation Manna grant funding should be shown as an separate revenue item
 - Operation Manna funding is on a declining scale each year
2. Your most recent financial statement of income and expenses for the current year. If you are running a deficit please explain how you plan to eliminate it.

Updated June 2010

Please submit completed Renewal Application and financial documents to:

Diaconal Ministries Canada

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