

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.

Guidelines for Operation Manna Funding

Operation Manna has identified 8 characteristics of a healthy, fruit-bearing community ministry. A project¹ funded by Operation Manna must demonstrate each of these characteristics. A 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 project funded by Operation Manna is holistic; demonstrated in acts of compassion; values mutual partnership with the participants; and, is a sensitive witness to the saving love of Jesus Christ.

2. Responds to tangible, felt needs

The project focuses on people with significant needs. These needs should be clearly stated and the project 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 project 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. Empowers the participants

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

5. Involves local churches

The project collaborates with local churches so that members participate as volunteers and the churches enfold participants. The project is endorsed by the deacons of a local Christian Reformed Church and has the active involvement of its members in the ministry in the following ways:

- a minimum of 2 volunteers, plus the possibility of board representation;
- a project representative meets with the local diaconate prior to the application;
- the project reports regularly to a local deacon/diaconate.

6. Creates partnerships with the community

The project builds on the strengths in the community and works with existing services, churches and agencies to foster networking and collaboration.

7. Ensures accountability and evaluation

Projects regularly review their work including a careful assessment of outcomes compared to program² goals and objectives. This includes a review of the project's organizational capacity as well as the work of the staff and volunteers.

¹ "project" refers to the overall organization or ministry

² "program" refers to a specific part of activity within the overall organization or ministry

8. **Attracts long-term local financial support**

Local funds are committed to the project and it is locally sustainable after Operation Manna funding ends. Local support and management are expected. An effective financial plan for phase out of Operation Manna funding needs to be in place after year one.

The following **additional conditions** will also be applied to applications for Operation Manna funding:

- A comprehensively completed application must be submitted by August 15 in order to be considered for funding.
- Operation Manna will only provide project or program funding to an applicant one time.
- 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.
- Preference will be given to applications from Christian Reformed Churches, particularly those who have completed a Community Opportunity Scan.
- No more than 3 new applications per classis will be approved in any particular year.
- 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.

Types of funding available

Key Facts about Operation Manna Funding:

- Diaconal Ministries provides grants through the Operation Manna to strengthen local ownership and development of new projects and programs.
- Diaconal Ministries' primary contribution to projects is consultation and training.
- The maximum amount of any grant paid to a project in one year is \$10,000 to ensure local sustainability.
- The amount granted to a project declines each year for multi-year funded projects.
- Diaconal Ministries does not fund capital projects such as construction and renovation.
- Preference will be given to a project which:
 - Reflects all of the characteristics described in the "Guidelines for Funding" or is making demonstrable progress in each of them.
 - Has active links of ownership and participation with the deacons and members of area Christian Reformed Churches.
 - Demonstrates community development principles in its approach to ministry.

One-time Grants:

- A. Community Opportunity Scan (COS)/Needs Assessment:** Operation Manna provides up to \$1500 to organizations undertaking a COS or needs assessment in their community.
- B. Pilot Projects:** Operation Manna provides up to \$2500, with local matching funds required, for pilot projects.

Multi-Year Funding Grants:

- A. Grants for Starting a New Project: 2– 4 years of funding**

Funding for start up organizations that are launching a new project or 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 Helping Existing Projects Start a New Program: 1-3 years of funding**

Funding for existing organizations that want to start a new program.

 - The program will assist the project to grow its ministry in ways reflecting the "Guidelines for Funding."
 - The grant may not exceed 50% of the total budget of the program.

Definition of key words:

"Project" refers to the overall organization or ministry

"Program" refers to a specific part or activity within the overall organization or ministry.

Timeline for applications

August 15, 2008: Applications* for Year One of Multi-Year Funding Grants must be received in the Burlington office of Diaconal Ministries Canada by August 15th.

Applications* for One-Time Grant Funding (Pilot Projects or COS/Needs Assessment) can be submitted to DMC at any time throughout the year.

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

*Application forms can be requested from DMC at the contact information above.

You are encouraged to speak to one of DMC's Community Ministry Developers (Western Canada-Henry Bosch; Southwestern Ontario-Tammy Heidbuurt; Central/Eastern Canada-Pam DeWilde) prior to submitting an application.

September 2008 – January 2009: The Operation Manna Committee and staff of DMC carry out an on-site review. You will be invited by the local deacons' conference to make a presentation of your proposal.

February 2009: The Board of DMC makes its decision on grants.

April 2009: The first grant installment is advanced to the project or program.

May 2009: A Ministry Networking Day is hosted by DMC. The Operation Manna offering is gathered in Christian Reformed churches throughout Canada.

Before you fill out an application for funding:

- **Assess the needs** of your community, and talk with potential participants and related agencies / churches as you define the project.
- **Meet with the deacons** and/or representatives of one or more Christian Reformed Churches in the area to get their input, participation and endorsement.
- **Contact the Community Ministry Developer** for Operation Manna to review the proposal and receive input on the guidelines (contact information available from DMC).

Reporting expectations:

- In order for current OM partners to receive subsequent years of multi-year funding, a renewal application must be submitted to DMC by November 15, 2008. Decisions for funding in Years 2-4 will be based on these renewal applications.
- The renewal application will:
 - Provide a clear picture of work accomplished and plans for the coming year;
 - Allow us to learn from your experience to apply it to other situations; and,
 - Ensure accountability with DMC and the local partners.

Failure to report or inadequate reporting can result in withholding or discontinuation of funds.

Other Matters of Consideration

A. Working with local deacons and the deacons' conference*

Diaconal Ministries has a strong commitment to local ownership.

We strongly encourage a working relationship between funded projects and the *deacons and members* of at least 1-2 Christian Reformed churches within an hour's drive of the project.

This includes undertaking the following:

- **Share** your plans for the new project or program;
- **Meet with** the deacons of at least one church to get their input and active participation;
- **Obtain** a letter of endorsement to send along with your application;
- **Explore** and act on ways to involve members of the church in the ministry of the project;
- **Make** a presentation in local churches to inform and encourage involvement; and,
- **Share** prayer concerns with the churches on a regular basis.

DMC requests that you communicate with the *local deacons' conference* by:

- Making a presentation and / or have a display at one of their conference meetings; and,
- Communicating with them about your ministry and prayer concerns.

B. What are Diaconal Ministries' expectations of partnership with you?

As a partner organization of Diaconal Ministries, 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;
- Prepare semi-annual activity reports to be made available to Operation Manna as requested;
- Participate in *Measuring the Strength of a Ministry* 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 projects to share your experiences;
- Consider participating in an annual Day of Encouragement in your area;
- Pray for other ministries funded by Operation Manna; and,
- Consider continued interaction and learning with DMC after the funding ends.

Diaconal Ministries will:

- Walk along with you and learn from you as you develop your project or program;
- Visit your project site 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.