

# Glen Waverley Uniting Church Congregation Outreach Projects (COP) Procedures

## 1. Selection Panel

1.1. The COP Selection Panel (the Panel) will be drawn from those members of the Outreach and Social Justice Mission Group without involvement or connection with any of the submitted project applications.

1.2. To provide for a range of views across the Church and to limit the chore of the task, it is recommended that individual members of the Panel be limited to a maximum 3 year tenure. This may require co-option of additional members, to ensure a minimum of 3 members on the Panel.

1.3. The congregation recognises that the Panel works on their behalf and at times may need to make difficult choices. The projects recommended for support are to be those that are most likely to achieve a full and successful outcome from the receipt of COP funds. Some projects may not be funded to ensure that other recommended projects are able to be completed.

1.4. The Outreach and Social Justice Mission Group is responsible for ensuring the currency of all relevant documents for use during the COP selection process.

1.5. The Panel will provide its recommendations to the Outreach and Social Justice Mission Group for review and advice. The Panel will consider any such advice and may, at its sole discretion, amend its recommendations.

1.6. Similarly, the Panel will provide its recommendations to members of Church Council and may, at its sole discretion, amend its recommendations in response to advice provided.

1.7. The Panel will submit its recommendations to a meeting of the congregation for endorsement.

## 2. Assessment Criteria

2.1. The following objectives and criteria will be pursued by the Panel in developing its recommendations to the congregation.

- a. That we donate the funds that we raise as a response to Christ's commission to His Church. Our aim is to follow the example of Jesus in providing practical assistance to needy people in our world.
- b. That we support projects that are within the spirit of the UCA mission. God in Christ is at mission in the world and sends the Church in the Spirit to:
  - share the Good News of Jesus Christ
  - nurture followers of Christ in life-giving communities of reconciliation
  - respond in compassion to human need

- live justly and seek justice for all
  - care for creation
  - listen to each generation and culture so as to live out the Gospel in fresh ways
  - pursue God's mission in partnership
- c. That we ensure that any project is:
- openly accountable to the public;
  - viable;
  - managed by trustworthy people; and
  - meets appropriate legal requirements.
- d. That our preference is to support ministries in which we as a congregation have some personal contact through our members who are engaged in them. In this way we can be kept involved and informed about their work.
- e. That each submission should comprise a completed [COP Application Form](#) and any supporting information.
- f. Applications for International projects require submission of the [International Activities Approval Form](#) (for projects through Uniting World, this requirement has already been met). When required, this should be completed by a member of the Church, preferably one who is not linked with the recipient charity/organisation, for example the Treasurer.
- g. Projects should be chosen to reflect a balance between local community, state or national community, and overseas community projects. Balance may be defined over the number of projects, or over the amount of funding of the projects, at the discretion of the Selection Panel.
- h. Funding for either new projects or for ongoing projects will be considered.

### 3. Project Recommendations

- 3.1. Members of the Panel will be responsible for reading and understanding all documents relating to the application and selection process. This includes the relevant government regulations relating to overseas donations.
- 3.2. Applicants are to be members of GWUC.
- 3.3. In its recommendations for the funding of projects, the Panel will:
- a. Pursue the objectives and criteria described in section 2 above, and
  - b. assume that the available funds will be similar to amount available in previous years.

3.4. The Panel will check:

- a. Banking details to ensure name of bank and full account details are provided. The account will be legitimate and belonging to the project and/or organisation
- b. The amount requested is appropriate for the project and the organisation has the capability to deliver the project
- c. That only one organisation and one project is being supported by each application.

3.5. To satisfy s3.1 and s3.4 above, a Panel member/s will normally speak with each applicant to ensure that the Panel understands the project and the content of the Application Form, e.g. the scope and estimated cost, and that the applicant has a proper understanding of COP requirements.

3.6. The Panel may recommend payment of a grant amount that differs from the amount applied for. In such cases the Panel's recommendations will include reason/s for any such variation.

3.7. The Panel recommendation will state whether all or only part of the fete total income should be allocated to the nominated projects. If there are insufficient suitable applications received, the Panel should recommend funding for one or more UCA Uniting services which meet the GWUC selection criteria.

## 4. Timing

4.1. The Panel will call for COP grant applications in late March or early April. All relevant documents are to be ready for distribution to applicants before this date.

4.2. Project applications are required by late-May.

4.3. The results of the Panel's considerations will be completed by early July.

4.4. The Panel will deliver the recommendations to a congregational meeting in July/August, including:

- Advising the congregation of its recommendations two weeks prior to the meeting
- attending the meeting to speak to the recommendations and answer questions, if required
- identifying the applicants (GWUC proposers).

4.5. Prior to the congregational meeting, the Panel will advise all applicants in writing of its recommendations, including:

- the estimated grant their proposal would receive (if any),
- when the actual grant amount will be determined (ie after both the congregational meeting and fete), and
- when the grant is expected to be paid.

4.6. Following the declaration of the fete income, the Panel will advise the successful applicants in writing of the actual grant amount.

4.7. The Panel, in conjunction with each successful applicant, will prepare a covering letter to accompany the grant cheque/funds transfer, and will check the names of the recipient and organisation, and the address or bank details.

4.8. The Panel will arrange payment of the grant to each recipient, and encourage feedback on the outcome of the funding, preferably with a written report and a speaker to attend a service within the following 6 months.

4.9. Grant payments should be made as soon as practical and usually by mid-November.

## 5. Application Management

5.1. Applications should be submitted electronically as a WORD file on the pro forma application form provided, ie not as a pdf file. Alternatively, a paper hard copy on the form provided will also be accepted if necessary.

5.2. Advertising for COP applications will clearly state the above and the email/mail address for submissions.

5.3. The Panel will:

- manage the receipt of applications (so that they are not mislaid),
- acknowledge receipt of each submission in writing to the applicant within one week of receipt.

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