

**THE HUNTER CHURCH BUILDING FUND  
APPLICATION FORM 100**

<b>DATE RECEIVED:</b>	
<b>DATE PROCESSED:</b>	
<b>GRANT APPROVED:</b>	
<b>DATE NOTIFIED:</b>	
<b>DATE COMPLETED:</b>	

**Please Complete Two (2) Copies: Keep one for congregation's file.  
Forward original hard copy to Region 15.**

**Note:** Region 15 Property Committee (PC) must approve this application before it is forwarded to the Hunter Fund Trustees. So, Region 15 PC must have application by the first of the month in order to allow time to be processed and sent to the Hunter Fund Trustees for one of their meetings in May, October (Regular Grants Review), or December (Special Grants Review).

**PLEASE READ ATTACHED FORM 100A RE: PROCEDURES AND GUIDELINES**

**1. CONGREGATIONAL INFORMATION:**

Name of Congregation:		Place:	
Pastoral Charge:		County:	
Number of Households under pastoral care:		Number of resident members:	
Number of identifiable contributors:			
Date of last Hunter Grant:		Amount of last Grant	\$
Amount paid (last calendar year) for salary & operation of this congregation:			\$
Income expected from investments, endowments, etc., for current year:			\$
Amount of liabilities (other than operational budget) for current year:			\$

**2. DESCRIPTION OF PROJECT:** (text box will expand as you type, or attach additional sheet if needed)

Has work started yet?                      Yes                          No   

Expected date of completion:                      \_\_\_\_\_

Is Region 15 aware of this project?                      Yes                          No

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If Region 15 is not aware of this project, why not?

**3. FINANCIAL STATEMENT:** (See guidelines attached Form 100A)

Estimated cost of materials, etc.:	\$
Estimated cost of labour:	\$
Estimated cost of the project:	\$
Amount Congregation has on hand for project:	\$
Amount raised or pledged by the Congregation:	\$
Amount from others <i>outside</i> the Congregation:	\$
What is the source of your outside funding:	
Amount of grant requested from the <b>HUNTER FUND</b>	\$
Total needed & raised for project from all sources (equal to estimate):	\$
<i>~ Please attach copies of any builder/contractor estimates ~</i>	

**4. ADDITIONAL INFORMATION:**

To assist Region 15 and Hunter Trustees in making a decision on grant request:

Describe, with cost, other building and renovation projects completed over the last five years, or presently underway or planned for the near future:

Describe other situations, financial or otherwise, about plans, etc. of the congregation:

**5. ACTION OF THE CONGREGATION:**

This is to certify that this application was approved at a meeting of the \_\_\_\_\_  
 Congregation held on \_\_\_\_\_, 20\_\_\_\_, with \_\_\_\_\_  
 presiding.

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The request for a grant is in the amount of \$\_\_\_\_\_. (Guideline #7)

Signature of Secretary or Treasurer of Congregation: \_\_\_\_\_

Name (Print) \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Postal Code: \_\_\_\_\_

What is the general condition of the property of this congregation?

Is there any indication that this congregation will be closed or amalgamated within the next five (5) years?    Yes       No  

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Does the congregation contribute toward extra benefits, such as:

Full cost of heating the Manse:        Yes       No  

Above regular travel allowance:        Yes       No  

Above minimum salary:                    Yes       No  

Other – please explain: \_\_\_\_\_  
\_\_\_\_\_

Please provide additional information to help with a decision to make this grant:

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**6. APPLICATION BY REGION 15:** (see Guideline #7)

This application from the \_\_\_\_\_ congregation was considered by  
Region 15 (or its Executive) at a meeting held on \_\_\_\_\_, 20\_\_\_\_.

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Recommendation by Region 15:

If Region 15 concurred, the amount of the Regular grant is: \$ \_\_\_\_\_

Signature of authorized liaison person for Region 15: \_\_\_\_\_

Chairperson of Region 15 Property Committee (Print): \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_



**Following the Action of Region 15, the Chairperson of the Property Committee of Region 15 must MAIL a hard copy of this Application Form to the Secretary of the Hunter Church Building Fund, which will be presented for consideration at the next regular meeting of the Trustees.**

**The Rev'd Trent Cleveland-Thompson  
397 Prince of Wales Street  
St. Andrews, New Brunswick  
E5B 1R1  
[Trentclevelandthompson@outlook.com](mailto:Trentclevelandthompson@outlook.com)**

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**INFORMATION AND PROCEDURE**

- 1. PLEASE READ THE GUIDELINES FOR SEEKING GRANTS:**
  
- 2. PROCEDURE:**

**CONGREGATIONS MUST COMPLETE APPLICATION FORM #100 – PAGES 1, 2, 3 & 4.**

*Note: Blank spaces may result in Hunter Fund Secretary returning form for more information.*

1. The information required in this section is *only* for the congregation making the application (not the whole pastoral charge).
  
2. This section is to provide a description of all the general work to be done.
  
3. Estimates should be as accurate as possible. We realize that volunteer labour is often donated and that cost of material, etc., might not be known until the project is completed.

The grant request should be made in relation to the size of the project and the amount based on the need and urgency of the project. (See Guideline #2).

The Trustees are always open to receiving additional information about the project so that its assessment of the need is current. Sometimes there may be a long lapse of time between the application and its consideration. (Trustees meet only three times a year).

4. This section helps us to have a picture of the congregation's work and action in upgrading its property and may make a case for special consideration against other applications when the Trustees are considering applications.
  
5. Please complete and forward the original hard copy immediately to Region 15. We know of applications being delayed because they were late for a Region 15 meeting which, in turn, caused them to miss the next Hunter Fund Trustees' meeting. You may

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wish to check your timing for these meetings when completing your application for a Hunter Fund Grant.

6. Region 15 should have all the information so that they can make the best recommendation for your need.
  
7. Region 15 should note Guideline #7, relating to a suitable grant and the Congregation's liability if it ceases to exist. Please note the schedule of the Trustees' meetings so that there is no delay in having your application considered.

**THE CONGREGATION WILL BE NOTIFIED BY THE HUNTER FUND TRUSTEES  
SHORTLY FOLLOWING CONSIDERATION OF THEIR APPLICATION.**

**AGAIN, WE DRAW YOUR ATTENTION TO GUIDELINES #2, 3, AND 4.**

**PRESENTLY, THE TRUSTEES MEET ON OR ABOUT THE SECOND WEDNESDAY  
OF THE MONTHS OF MAY, OCTOBER AND DECEMBER.**

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**GUIDELINES FOR SEEKING GRANTS FROM THE HUNTER CHURCH BUILDING FUND**

1. **HUNTER FUND GRANTS** come from the Annual Income from a bequest made in 1876 by the late Charles D. Hunter to the Synod of the Presbyterian Church in Nova Scotia. Grants are made only to Congregations of the United Church in Nova Scotia.

Following the intent of the Hunter Will, grants have always been made on the Basis of Need.

*E.g.* A Congregation of twenty families faced with a major expense for repairs would be seen to have a greater need than a congregation of sixty families with the same expense. The replacement of a leaking roof would be considered a greater need than repainting or redecorating.

2. **GRANTS NEVER EXCEED** the amount being raised by the Congregation for the project, and may be for a lesser amount, depending on the number of applications and the amount of money available at the time the application is considered.
3. **A PERIOD OF AT LEAST ONE YEAR *MUST ELAPSE*** between the payment of a “Regular” grant to a Congregation (a period of two years in the case of a “Special” grant), before the consideration of another grant to the same Congregation. Each congregation in a *pastoral charge* (*communities of faith*) is considered separately.
4. Since the Trustees are usually dealing with more applications than there are funds available, **GRANTS NOT COLLECTED WITHIN TWELVE (12) MONTHS FROM THE DATE THE GRANT WAS APPROVED WILL BE CANCELLED.** The Congregation may re-apply. The Secretary of the Trustees will contact the recipient just before the cancellation date to ascertain what is happening with the project.
5. In the years when the money available for grants was much less than now, grants were made only for church buildings. In more recent years, the Trustees have been able to extend this to include Church Halls too, **BUT THIS DOES NOT INCLUDE MANSES.**

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6. **AUTHORIZED APPLICATION FORM #100** (as amended in January 2020) must be completed in full, signed by the Secretary or Treasurer of your Congregation, and the original hard copy of the application forwarded to:

**Chair of the Region 15 Property Committee  
21 Wright Street  
Sackville, NB  
E4L 4P8**

7. The maximum “Regular” grant under certain conditions is \$5,000.00, but never exceeding 50% of the total cost of the project.

Region 15 should recommend a suitable grant, in accordance with the Guidelines and the needs of the Congregation.

**IF THE CONGREGATION CEASES TO EXIST WITHIN FIVE YEARS OF RECEIVING A GRANT**, the Trustees of the Hunter Fund will expect that the **GRANT WILL BE REPAID** from any assets available.

8. A project *may* receive a **GRANT** of up to half (50%) of the actual cost.

**What is the difference between a “Regular Project” and a “Special Project”?**

Historically, a “**Regular Project**” grant has been provided to smaller, mostly rural, congregations, and this continues to be a priority of the Hunter Fund Trustees.

A “**Special Project**” is a relatively new initiative of the Hunter Fund Trustees. As funds permit, we have able to provide larger grants for bigger capital building projects for growing United Church congregations in Nova Scotia (City/Town/Rural).

**PLEASE CONTACT THE SECRETARY OF THE HUNTER FUND TRUSTEES WITH  
ANY QUESTIONS CONCERNING THE APPLICATION OR INTERPRETATION OF THE GUIDELINES.**