

# The Compass Rose Society

*Supporting the Global Ministry of the Archbishop of Canterbury  
and the Anglican Communion*



## GUIDELINES AND REGULATIONS FOR GRANT APPLICATIONS

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## **INTRODUCTION**

### **The Compass Rose Society**

#### **Overview of the Society**

The mission of the Compass Rose Society is to support the programs and ministries of the Archbishop of Canterbury and the Anglican Consultative Council (ACC), which directs the goals and activities of the Anglican Communion. The Society provides this support by building a member community of Anglican people and organizations (including parishes, dioceses, seminaries, etc), which enthusiastically support the mission and ministries of the ACC.

Member contributions are made annually to provide support for these projects as well as the communications efforts of the ACC. The Compass Rose Society also strives to build strong relationships within the Anglican Communion by participating in mission visits and study visits (approved by the Archbishop of Canterbury and led by the Secretary General of the Anglican Communion) to dioceses throughout the Communion.

From these visits mission projects in need of funding often arise and from time to time the Compass Rose Society (CRS) also is requested to contribute to special projects by the Archbishop of Canterbury. Society members may then choose to contribute to these projects individually, supplementing any support provided by CRS itself.

## **Funding Priorities**

The Compass Rose Society helps to generate much-needed funds through new memberships of individuals, groups of people (who form a chapter), parishes, dioceses, provinces, and organizations throughout the world, as well as gifts from existing members. The Society designates some of these contributions for various mission projects approved by its board of directors with the support of the Archbishop of Canterbury.

Characteristics of projects that would be considered eligible for approval by the CRS include the following:

- Addresses an important humanitarian or spiritual need.
- Supports efforts too large for a local diocese to fund alone.
- Serves a large population in the diocese or community.
- Provides long-term benefits to local populations such as expansion, equipping and related personnel training for medical and health facilities.
- Provides support for vital education needs, including providing resources to dioceses and institutions to allow them to provide scholarships for needy students or theological training for Anglican/Episcopal clergy.
- Assists in rebuilding or renovating churches in exceptional circumstances.

### **Some examples of projects supported by the CRS are:**

- a) CRS members have supported a high school in Southern Malawi
- b) A CRS parish supports Christ Church Episcopal Church in Nazareth
- c) CRS donors designated funds for Christ Church Anglican Basic School in Cape Coast, Ghana
- d) A member assisted in funding the purchase of a pulverizer for a garbage dump ministry in Recife, Brazil
- e) A grant to educate clergy in Rwanda in the skills of reconciliation
- f) Funds to build and operate a rural medical clinic in Kaduna, Nigeria
- g) Support for HIV/AIDS community ministries in rural Highveld, South Africa
- h) CRS donors committed funding for the Ahli Arab Hospital in Gaza City, Palestine.

### **Projects that would be ineligible for funding consideration are the following:**

- Since start-up medical ventures are faced with high risks and costs, the Board does not accept applications from these types of beneficiaries without sponsorship from a Diocesan Bishop
- Individual applications for financial assistance
- Projects more appropriately funded and supported by the local government or other institutions
- Administrative and/or operating expenses
- Support to repay loans or establish reserve funds, including endowments
- Local government projects such as community projects, parks and gardens, playgrounds and athletic fields, swimming pools, monuments and memorials
- Construction of residential housing, and funding to purchase land and/or buildings

# GUIDELINES FOR FUNDING PROJECT PROPOSALS

## Summary of the Project Proposal

Please provide a summary (200 word maximum) of the project proposal including the following:

- a) the primary goals of the project.
- b) the activities to be undertaken and the community to be served.
- c) the estimated total amount of funding requested.
- d) the duration of funding support requested.
- e) the expected outcomes.

### Section 1:

**(A) Project Proposal Title**.....

### **(B) Contact Information**

- a) Organization's name.....
- b) Parish/Diocese.....
- c) Address.....
- d) Contact person.....
- e) Telephone.....Fax (if available).....
- f) E-mail .....
- g) Proposed project start and end dates (month/year).....

### **Section 2: Project Background Information**

Briefly describe the project background information and the communities to be served.

### **Section 3: Needs Assessment**

What needs have you determined that will be addressed if this project is funded?

### **Section 4: Primary Goals of Project**

What are the primary goals of the project?

### **Section 5: Monitoring and Evaluation**

How would you monitor and evaluate progress of the project and advise Compass Rose Society of the progress? Minimum annual progress reports are required, that should include details of expenses funded versus budget, an annual financial report and other documentation (e.g. photographs, diagrams, etc.).

### **Section 6: Estimated Costs and Budget**

- a) How much total funding is being requested to support the project?
- b) Please provide itemized cost estimates and explanatory notes for each item. (e.g. for equipment, etc, please prioritize your needs).
- c) Please provide a budget as appropriate for the project itself. If funding support is for several years, provide a budget for 5 year (max). **You may use the sample chart format shown below or provide your own chart format as appropriate.**

**For each cost please indicate the local currency and the equivalent in US dollars using the currency exchange rate to US dollars at the time of writing.**

**Sample Summary Budget Format for Proposed Project (include direct costs only)**

Budget category	Year 1	<u>Additional Years of Support Requested</u>			
		Year 2	Year 3	Year 4	Year 5
Personnel					
Consultant Cost (Please specify)					
Equipment (Please itemize)					
Supplies (Please itemize)					
<b>Training and Education Cost</b>					
Per Student					
Other Expenses					
<b>Healthcare Cost</b>					
Inpatient Care Cost					
Outpatients Care Cost					
<b>Community Programs</b>					
Outreach Programs					
Partnerships					
<b>Alterations and Renovations</b>					
Other Expenses (Please specify)					
<b>Subtotal Direct Cost Per Year</b>					
<b>Total Cost for the Entire Project:</b>					

**Documentation of Estimated Cost:** Please document each cost for which funding is requested. Documents may include pro-forma invoices, equipment supplier’s price quotations, cost estimates for construction work and/or other cost documentation. If necessary you may include product brochures for any type of equipment requested in the application or provide the manufacturer’s contact information.

Is there any other local support or partnership for the project? In situations where there is local support or partnerships for outreach programs or activities, please indicate any actual or expected local financial contributions, in-kind support or donated services for the project.

Partnerships: For projects that entail collaboration or partnership with another institution or organization, please describe the role and contribution of that institution or organization.

**Section 7: Implementation Schedule**

Please provide an implementation schedule or time table for the project. This schedule may be a table with appropriate timelines and expected dates of completion where applicable.

**Section 8:**

**(A) Endorsement of the Project Proposal**

Please provide endorsement by the Diocesan Bishop or Primate.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(B) Signature of Responsible Officer for the Project**

Name and Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date \_\_\_\_\_

**APPENDICES**

**Appendix 1:** Please submit the following documents with the project proposal:

- a) Verification of charitable status
- b) Organization's by-laws
- c) Names and affiliations of officers and Board of Directors
- d) Brief (**max 200 words**) biographies of key personnel
- e) Official financial statements and/or annual report for last completed fiscal year (unaudited, or audited, if available)
- f) Description of equipment, with diagrams or photographs, if available

**NB:** Please list and number all the documents submitted with this grant application. If possible supporting documents should be available as electronic copies.

**Appendix 2:** Sample Agency Agreement (for Canada) or Sample Grant Agreement (for USA)

**Submission Addresses:** Please submit applications to both of the addresses shown below, since projects may be funded from either Canada or USA.

<p><b>Contact Address (CANADA)</b> Mr. Tom Fletcher Canadian Compass Rose Society 3 Marksbury Court Aurora, Ontario, L4G 5G6 Canada Tel: 905-751-0564 E-mail: <a href="mailto:tom.fletcher@sympatico.ca">tom.fletcher@sympatico.ca</a></p>	<p><b>Contact Address (USA)</b> Mr. Robert J. Biehl Compass Rose Society 1225 Texas Avenue Houston, Texas, 77002-3504, USA Tel: 346-221-3452 Fax: 713-520-5723 E-mail: <a href="mailto:treasurer@compassrosesociety.org">treasurer@compassrosesociety.org</a></p>
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## **Project Proposal Checklist**

It is important to check the following before submitting the application. This will save time and further e-mails or telephone calls.

- a) That the summary of the proposal reflects the content of the application and encapsulates all the components stated in the guideline.
- b) That the application follows and covers all the sections in the guidelines
- c) That the budget is carefully prepared, and that the equivalent US dollar costs are shown alongside the local currency costs as requested in the guidelines.
- d) That the various line items of the budget are justified.
- e) That the implementation schedule for the project, timelines, and expected dates of completion are summarized.
- f) That brief (200 word maximum) biographies of key personnel are included
- g) Endorsement of the project proposal from Diocesan Bishop or Primate is documented with corresponding signatures.
- h) The Responsible Officer has signed all copies of the proposal.
- i) The telephone and fax numbers, and e-mail addresses of the responsible officer or official of the applicant institution is included in the proposal.
- j) Copies of all supporting documents listed in Appendix 1 are attached to the application.

## **List of Abbreviations and Acronyms used in this Project Proposal**

Please list and explain all abbreviations and acronyms used in this proposal that are relevant to the applicant's country or local environment.