



Uniting Church in Australia
Western Australia

FUTURE MISSION FUND
GRANT APPLICATION GUIDE
(FOR CONGREGATIONS)
AUGUST 2025



A WELCOMING
CHRISTIAN
COMMUNITY

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1 INTRODUCING THE FUTURE MISSION FUND

The Future Mission Fund is designed to support new and existing ministries and mission initiatives.

We encourage congregations and other bodies of the church to consider how this fund can help extend your vital work and further the mission of the Uniting Church in Western Australia.

The Future Mission Fund was established by a decision of the Synod in 2023. All applications for grants from the Future Mission Fund must comply with the Mission Resourcing Framework.

2 MISSION RESOURCING FRAMEWORK (BYLAWS S5.6)

Grants from the Future Mission Fund shall both:

- (a) Fund a project which is fully consistent in its nature with the agreed strategic directions of the Church in WA; and*
- (b) Fulfil or enhance the purposes (see Constitution para 4) or mission of the Church.*

Given the satisfaction of both (a) and (b) above, the grant may consist of any one or combinations of the following:

- 1. The funding of a new program, or the establishment of a new project, or the creation of a new centre or presence.*
- 2. Expenditure to maintain programs, projects, or properties that have been deemed to be of high strategic importance.*
- 3. Expenditure to allow for experimental, creative and evolving opportunities to be undertaken.*
- 4. The funding of a project which demonstrates good stewardship in multipurpose use of sites, allow for multiple users and cooperative activities.*
- 5. The funding of education for or training in or research in programs and projects which are innovative, developmental and experimental.*

The Mission Resourcing Committee is appointed by the Synod of Western Australia to coordinate the promotion and allocation of funds of the Church in WA that are available for resourcing mission activities. This Committee acts under by-law S5.6 which can be found on our website [here](#).

The Mission Resourcing Committee will consider and determine all applications for grants from the Future Mission Fund (with consultation with other relevant parts of the Synod/Presbytery)

3 WHO MAY APPLY?

Grant applications can be submitted by any council or other body of the Uniting Church in WA.

The focus for the Future Mission Fund is congregations, and we strongly encourage congregations to apply.

4 FUNDING AVAILABLE

For congregations:

- Up to \$10,000 Seed Grant
- Up to \$25,000 Feasibility Grant
- Greater than \$25,000 - full Future Mission Fund Grant

For other bodies of Uniting Church in WA:

- Any amount - full Future Mission Fund Grant

The amount of justification and detail required increases with the funding amount.

The Seed and Feasibility grants are easier to apply for.

5 WHAT NEEDS TO BE IN PLACE PRIOR TO APPLYING FOR A GRANT?

For congregations, the following needs to be in place prior to applying for any of the congregational grants:

- [Mission Plan](#) submitted and approved by the Presbytery Thrive Committee
(Contact Rev Luke Williams on pmmission@wa.uca.org.au for help with your Mission Plan)
- [Health and Vitality Toolkit](#) document submitted to PMpastoral@wa.uca.org.au for Presbytery evaluation
(Contact Rev Claire Pickering on PMpastoral@wa.uca.org.au for help with the toolkit)
- Most recent Annual Report of the congregation and annual financial statement (income, expenses, & assets, and future budget) submitted to PMpastoral@wa.uca.org.au
- Key leaders of the congregation have completed the [Safe Church](#) training (or refresher) within the last 3 years (or have enrolled for a future course)
(Contact cultureofsafety@wa.uca.org.au for advice)
- The application needs to come from the congregation Church Council, so please verify the application has been endorsed by the Church Council.

For Future Mission Fund grant applications from non-congregations, please contact mission.resourcing@wa.uca.org.au to discuss requirements.

6 HELP AVAILABLE TO APPLY FOR A GRANT

Please read the [Future Mission Fund website](#) and this guide as these provide useful information.

For congregations, the [Presbytery Minister for Mission](#) (Rev Luke Williams, pmmission@wa.uca.org.au) is the main contact, they can assist with the Mission Plan prerequisite, and can provide guidance on where to seek additional assistance.

Here are some things to think about prior to asking for help:

- What is the idea?
- Have you met the prerequisites? (see Section 5), and if not, seek help to meet these.
- What help are you after? (eg help writing the application, advice on seeking quotes)
- What work have you done so far? (eg just an idea, obtained quotes, held a workshop)
- Does the idea have Church Council support?
- Key people involved and their contact details
- How does it link to your congregation's Mission Plan?
- Have you consulted with any other Presbytery/Synod bodies so far (eg Thrive, Presbytery Property Committee, Synod Property Services)?

Examples on how the [Presbytery Minister for Mission](#) can help:

- Recommend who needs to be involved or what resources can be provided to assist in developing the idea.
- Provide examples of previous applications.
- Recommend applying for a Seed grant or Feasibility grant to provide initial funds. These grants are easier to apply for, and they can fund professional resources to help source information and quotes for subsequent grants and help in writing grant applications.

Previously there was a "Expression of Interest" stage for a Future Mission Fund grant – instead, just ask for help or apply for a Seed/Feasibility grant.

For non-congregations who need assistance or have questions, please reach out to mission.resourcing@wa.uca.org.au

7 SEED GRANTS (UP TO \$10,000)

These are grants up to \$10,000 ex GST for research, experimentation, or to get missional activities off the ground. This is to encourage congregations to give it a go. Failure is ok, as long as there are learnings. Seed grants are limited to one per congregation per year. These grants are easier to apply for as there is a reduced expectation of the detail required in the application.

What the Seed Grant can be used for (one or a combination):

- Engaging people to facilitate a workshop with the congregation/community to help inform mission ideas
- Engaging people to advise on and/or help apply for other grants (eg Future Mission Fund Grant or other community/government grants).
- Engaging people to facilitate or run new or experimental missional programs
- Funding to enhance existing missional programs
- Funding activities or training directly linked to mission
- Purchase equipment or minor property improvements directly linked to the mission
- Fund Signage/Promotion for mission activities

Cannot be used for:

- Property maintenance
- Fund existing ministry agents

Examples for a Seed Grant (not limited to):

- **Start a community garden** – fund garden beds, plants, soil, and tradesperson labour.
- **Start or enhance a Youth Group** – purchase of furniture/equipment, and funding to pay for bus hire and some activities.
- **Start an art class discussion group** – Engage art facilitator for a 6-month trial program, purchase art equipment & supplies, and replace a section of floor so it is suitable for art sessions.
- **Start a singing group** – pay for music resources (eg sheet music) and piano tuning.
- **Start a Soup Kitchen** – purchase of cooking equipment and supplies, and fund food handling training for volunteers.
- **Children's Ministry Space Enhancement** – fund artwork/curtains/furniture to make space more inviting, toys, supplies, and promotional materials.
- **Lay Training** – eg funds to send leaders on a Messy Church course (where a Messy Church will be established at the congregation).
- **Signage and marketing** – signage and engage a company for an online marketing campaign for the mission initiative
- **Community engagement event** – Family Fun Day to connect with the community
- **Hold workshops** – to refine ideas, gather community support for ideas, and obtain professional assistance to gather info and write subsequent grant applications.

What to think about in your application:

- Description of the idea and what the funds will be used for
- Funding amount requested (up to \$10,000), a high-level budget, and estimated timeline
- If you have quotes/estimates please include them
- How the grant links to the congregation's mission plan
- Identify what measures of success look like
- What is the vision beyond this grant (eg becomes a self-sustaining program, or is a trial to inform a subsequent grant application etc)
- The application needs to be endorsed by your Church Council
- Confirm there is the people to operate the mission if relevant (under Safe Church).

8 FEASIBILITY GRANTS (UP TO \$25,000)

The Future Mission Fund offers Feasibility grants of up to \$25,000 ex GST to empower congregations to explore the potential of their property for missional purposes and/or income-generating purposes (to fund other mission) and is aligned to the Uniting Church Strategic Priorities. Feasibility grants are limited to one per congregation per year. These grants are easier to apply for as there is a reduced expectation of the detail required in the application.

Purpose of the Grant:

These grants are designed to enable congregations to conduct initial investigations and determine the viability of their ideas. While \$25,000 may not cover every detail for large-scale projects, its primary purpose is to:

- **Assess Stakeholder Support:** Determine if key stakeholders, including the congregation, community, and relevant partners, are supportive of the proposed initiative.
- **Develop High-Level Concepts & Costings:** Provide a preliminary understanding of development concepts and associated high-level cost estimates for potential projects.
- **Identify Roadblocks & Risks:** Identify potential challenges, regulatory hurdles, or risks that require further exploration.
- **Inform Future Funding Applications:** Generate essential information and preliminary business case documentation necessary for applying for larger grants, such as Future Mission Fund grants, Community grants, and various government funding opportunities.

What the Feasibility Grant can be used for:

Funds from this grant are intended to cover professional services and preliminary assessments, and can include one or more of these areas (but not limited to):

- **Community & Congregation Engagement:** Engaging facilitators and project managers to lead discussions, refine ideas, perform market analysis, and conduct community needs assessments.
- **Conceptual Development & Cost Estimation:** Hiring consultants to develop high-level concepts, provide preliminary information, and generate indicative costings for property development, adaptive re-use or refurbishment projects.
- **Operational Assessment:** Assess whether the congregation has the financial and people capacity for the operational phase.
- **Grant Application Preparation:** Engaging consultants to compile information, articulate the project vision, and author preliminary sections of grant applications for subsequent funding rounds.
- **Property & Regulatory Assessments:** Obtaining expert advice on existing building conditions, development potential, environmental considerations, planning regulations, and heritage impact assessments.
- **Risk Identification & Mitigation Strategy:** Engaging specialists to identify potential financial, operational, and regulatory risks, and advise on initial mitigation strategies.

Types of Professionals that could be engaged (examples):

- Facilitator
- Feasibility Study Consultant
- Architect
- Project Manager
- Quantity Surveyor
- Property Consultant
- Urban Planner
- Community Grant Consultant
- Engineers

Examples of Projects for a Feasibility Grant:

These grants can support a wide range of ideas, such as:

- Exploring property development for either an income-generating outcome or a missional outcome, needing assistance to facilitate internal discussions, develop concepts, undertake planning assessments and provide high-level costings for further grant applications.
- Supporting an idea to partner with a charity, which requires development of the existing property, and needs funding to provide high-level costings for this proposed development and assess the ongoing costs for mission.
- Planning a new church plant, requiring advice on property options (lease, purchase, and/or refurbishment), detailing the scope criteria for the property search, and the associated preliminary budget.
- Multiple congregations collaboratively determining the feasibility of relocating to a joint new site, including the purchase of land and the construction of new premises or lease of premises.
- Multiple congregations collaboratively determining the feasibility of combining at an existing site, however this requires property improvements.
- Investigation to determine the feasibility of subdividing a property for a commercial or residential development, with the aim of generating income to support mission activities.

What to think about in your application:

- Scope of the Feasibility Investigation and what the funds will be used for
- Funding amount requested (up to \$25,000) and estimated timeline
- Proposed consultants and contractors for the feasibility work, including quotes or estimates (you can ask for help from [Synod Property Services](#) to find these)
- How the feasibility links to the congregation's mission plan
- Identify what measures of success look like for the Feasibility (eg decide to proceed or not)
- The application needs to be endorsed by your Church Council

9 FULL FUTURE MISSION GRANTS (ANY AMOUNT)

These are the full Future Mission Grants where any amount (within reason) can be applied for.

The grant must fit in with the Mission Resourcing Framework as per section 2 of this document.

Due to the higher grant amounts, the level of justification and detail required is greater. Please see the section 6 for help in applying for grants. We encourage the use of a Seed Grant or a Feasibility Grant to help to apply for a full Future Mission Grant.

10 APPLICATION FORM

The application form for the grants is available on the [website](#).

Applications and relevant attachments are sent to mission.resourcing@wa.uca.org.au

11 PROCESS ONCE APPLICATION IS SUBMITTED

Once submitted, the application will be reviewed and will be forwarded to the relevant parts of the Synod/Presbytery for review and comment. The Mission Resourcing Committee will conduct the final review and consideration of the application.

If there are questions, clarification, or requests for additional information, these will be sent to the primary and secondary contact people listed on the application.

All applications from congregations will be forwarded to the Presbytery Standing Committee for review, and they will consult the other relevant Presbytery bodies depending on the scope (eg Thrive, Presbytery Property Committee, Pastoral Relations Committee...)

Applications involving changes to property or development/purchase/lease of property will be reviewed by the Presbytery Property Committee and the Synod Property Board.

Any application above \$100,000 or for a period greater than 12 months will go to the Synod Standing Committee for additional approval (once recommended by the Mission Resourcing Committee)

Other guidance:

- For Seed and Feasibility grants the expectation around detail is reduced. Costs can be estimates. (Note: The grants are limited to \$10k and \$25k respectively).
- Costings plus or minus 15% are suitable where practical. We encourage applications to include a contingency budget (eg 15%) in case there are cost overruns.
- We recommend using SMART principles to describe outcomes in the application (Specific, Measurable, Achievable, Relevant, and Time-bound)
- Grants for multiple years are normally expected to diminish in later years, as programs should be planned to be self-sustaining in the medium/long term.

- Grants may be limited according to the amount of funding available at any time. The grant funding allocated to each application will be determined by the Mission Resourcing Committee to ensure the best use of the overall funds available. The current financial situation of the congregation (or other body), along with other external funding options available (eg community/government grants), will be considered in determining the grant amount.
- We strongly encourage collaboration with other congregations (one congregation can apply for the grant, however, highlight it is in collaboration with other congregations)
- Grants are for the future, and funds won't be provided for retrospective costs.
- It is recommended that applications are submitted at least 4 weeks prior to a Mission Resourcing Committee meeting, to ensure there is time for the various bodies to be consulted. Mission Resourcing Committee meets approximately every 2 months (exact dates can requested from mission.resourcing@wa.uca.org.au)

12 PROCESS ONCE APPLICATION IS APPROVED

The primary and secondary contact will be informed of the approval of the grant (or otherwise).

The Chief Financial Officer of the WA Synod will reach out to discuss how and when the funds are transferred (eg upfront or instalments). Multi-year grants will be paid in instalments (eg once a year, half yearly etc).

Any unused grant funds will need to be paid back.

Please note:

- Some grants will be approved with "subject to" conditions (or granted in stages), for example, if it involves major property works the grant may be subject to local government approvals.
- For property works please continue to liaise with the Presbytery Property Committee/Synod Property Services to ensure the correct procedures are followed.
- The normal Uniting Church processes still apply, for example when entering into contracts (eg a lease, a building contract etc) – this needs to be signed by the Property Trust / Property Officer and not the local congregation.

13 REPORTING AND REVIEW OF GRANTS

Reporting is required for all grant types. Reports are due by the 2nd Friday of July each year. If meaningful activity related to an approved grant didn't start until after this date, leave the report until next year. If the grant is for 12 months or less only one report is required. If the grant is for multiple years, a report for each year is required.

The template for the report is in Appendix A of this document.

The Mission Resourcing Committee may request more frequent reporting if required (especially for larger grant amounts).

Members of the Mission Resourcing Committee may request to visit your project or program to see how it is going.

Financial statements are required to be included in each report outlining how the grant funds have been expended. Audited (or reviewed) accounts must be presented at the end of the grant for any project or program receiving >\$100,000 or lasting more than one year (Note: This can be included within the congregations audited/reviewed annual accounts if easier). The audit/review requirements are as per Uniting Church Regulation 3.8.7.

Any program or project requiring an extension of time or a variation to the approved grant amount will require a business case to be submitted to the [Mission Resourcing Committee](#) for consideration.

14 FREQUENTLY ASKED QUESTIONS

Q: Can I submit an “in principle” grant application where details such as location or amount are not known yet, such as for a new property purchase?

A: Yes, please do. There are some situations such as searching for a property where the details of the purchase price and fit-out costs are not known yet. We recommend first applying for a feasibility grant so the scope can be refined, and a realistic ballpark estimate can be determined. Once you have this information, please apply for a full Future Mission Grant with an “up to” amount. Once approved, this will provide confidence that funding is secured so things can move quickly once a property is found.

Q: Why does a congregation need to have a “Mission Plan” and the “Health and Vitality Toolkit” done prior to applying for a grant?

A: The “Mission Plan” and the “Health and Vitality Toolkit” help the Presbytery and Mission Resourcing Committee assess the grant application in the context of your congregation – we want to make sure the grant will enhance the mission of the church. Help is available with these documents via the [Presbytery Minister for Mission](#) and [Presbytery Minister for Pastoral](#) respectively.

Q: We are eager to get started on mission; can we request an expedited grant approval?

A: Yes, especially for straightforward Seed Grants and Feasibility Grants, you can request an expedited approval within the application. We recommend discussing your idea with the [Presbytery Minister for Mission](#)

Q: If multiple congregations (or bodies) are collaborating on a mission initiative, how do we submit the application?

A: We strongly encourage collaboration for mission activities. We recommend determining a lead congregation to submit the application, however, make it clear in the application that other congregations (or bodies) are collaborating with the initiative.

Q: Are grants ex GST (Goods and Services Tax)?

A: If the congregation/body is GST exempt the grant amount is ex GST. The congregation/body is responsible for claiming back the GST as per the normal process.

15 APPENDIX A: ANNUAL REPORT FOR GRANTS

(Please submit form + relevant attachments to mission.resourcing@wa.uca.org.au by 2nd Friday each July. You are welcome to submit earlier if the grant has concluded)

Congregation/Entity:
Name of project or program:
Name + Contact details of person submitting report:
Date project commenced:
Anticipated completion date (for grant):
Please describe the progress of the project/program associated with the grant: (Please include progress towards objectives and key performance indicators)
Please share any highlights or stories worth sharing, and hopes for the future:
Please share any lessons learnt: (For example: any unforeseen issues, aspects that worked well, tips for other congregations)
Please provide a summary of how grant funds were used to date (or other relevant date): (Feel free to attach a financial statement if easier)
<p><i>Note: If the grant was over \$100,000 and the grant has concluded, please attach audited/reviewed accounts for the grant or the congregations audited/reviewed accounts incorporating the grant expenditure. If audited/reviewed accounts are not available until a future date, please include a note on when these will be available). (Audit/review can follow the same process as the congregational financial audit as described in Uniting Church Regulation 3.8.7)</i></p>
Any other comments or words of wisdom: