

Toronto Conference Internship Placement Grant Application

**Deadline for Applications
to Toronto Conference:
March 31 - for a September start
August 18 - for a January start**

LOCAL COMMUNITIES OF FAITH ARE ELIGIBLE TO MAKE AN APPLICATION FOR FUNDING TO BE AN INTERNSHIP SITE.

FOR MORE INFORMATION AND TO SEE COSTS INVOLVED FOR THE COMMUNITY OF FAITH PLEASE REFER TO THE UNITED CHURCH'S WEBSITE FOR FORM SME208. THE LINK IS: http://www.united-church.ca/sites/default/files/form_sme208.pdf. THE COMPLETED SME208 FORM IS TO BE SUBMITTED WITH THIS APPLICATION.

IN ORDER TO BE ELIGIBLE FOR CONSIDERATION PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM AND PROVIDE THE FOLLOWING DOCUMENTATION:

- Canada Revenue Agency Charitable Status (you can access this information at the following website: www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html)
- Current financial statement and projected budget
- Ministry Articulation Profile (TC425 MAP)
- Compliance with ADP to be confirmed by Presbytery
- Completed SME 208 Form

Grant will be paid in 2 equal installments at the beginning and mid-term of the internship.

Contact Information			
Name of Community of Faith			
Contact Information of applying Community of Faith	Mailing address:		
	City:	Province:	Postal code:
	Contact person:	Phone:	
		E-mail:	
	CRA number:		
ADP code:			
Presbytery			

Financial Information:		
Total cost of Internship:	\$	Please make sure to include the costs for salary, employer's share of benefits, and other applicable costs.

Additional Comments:		
Would you still be willing to host an intern if funding is not available	Yes	No

<i>Date:</i>	<i>Authorized Signature from Community of Faith:</i>
<i>Please Print Name:</i>	<i>Contact email and telephone number:</i>

***Please forward to your Presbytery Education and Students Committee/Commission.
Keep a copy for your records.***

Presbytery Action by Education and Students Committee/Commission (or equivalent)	
<i>Date Application Received:</i>	<i>Date Application SME208 Approved:</i>
<i>Signature of Presbytery:</i>	
<i>Comments:</i>	

***Please forward to Toronto Conference c/o Convenor for Supervised Ministry Education
65 Mayall Avenue, Downsview, ON M3L 1E7 eeve@united-church.ca
Keep a copy for your records.***

Conference Action	
<i>Date Application Received:</i>	<i>Amount Recommended:</i>
<i>Signature of Convenor for Supervised Ministry Education:</i>	
<i>Comments:</i>	

Conference Action – Payment Approval	
<i>Date:</i>	<i>Amount Approved:</i>
<i>Signature of Conference Executive Secretary:</i>	

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