



## Pro-life Sunday Collection Guidelines

1. The Pro-life Sunday collection takes place on the third Sunday in June, Father's Day.
2. The parish collects and counts the funds and deposits them in the parish bank account.
3. The parish records the donations in the parish's donation system and issues tax receipts to donors per the parish's tax receipting policy.
4. The parish prepares a cheque in the amount of the collection payable to the Archdiocese of Vancouver and sends the cheque to the Office of Life, Marriage and Family by mid-July.
5. Pro-life groups and organizations request money through a grant application. The grant application is posted on the Archdiocesan website at:

<http://rcav.org/pro-life-sunday/>

Applications will be sent by mail to the previous year's applicants. For convenience, a copy of the grant application is included in this policy.

6. Applications must be received by the end of September and are to be accompanied by the applicant's latest year-end financial statements and project budget.
7. A committee shall be struck for a term of one year consisting of the Director, Office of Life, Marriage and Family; the Coordinator, Respect for Life; and a group of people recommended by the Coordinator and approved by the Archbishop. Those recommended are people within the pro-life community and whose organizations are not seeking grant money in the current year.
8. The committee will meet once to review the applications and decide the recipients of the funding, based on the criteria noted in the grant application and the amount of grant money available.
9. For groups without a registered charity status, an agency agreement will be made between a representative of the group and the Archdiocese of Vancouver, represented by the Vicar General. For convenience, an agency agreement is included in this policy.
10. Disbursements of the funds will be completed by the end of October.

**Approved: January 19, 2017**

A handwritten signature in blue ink that reads "J. Michael Miller CSB".

**✠ J. Michael Miller, CSB  
Archbishop of Vancouver**

*With this approval, the policy named **Pro-life Sunday Collection**, effective 2015, is hereby abrogated.*



## **Appendix IA: Pro-life Sunday Grant Application Guidelines**

The annual Pro-life Sunday Collection takes place each year on Father's Day. This collection throughout the Archdiocese of Vancouver raises funds to help local and national pro-life groups and organization to fund projects to further the pro-life cause. Each year the funds go to support local pro-life groups, crisis pregnancy centres, anti-euthanasia groups, university pro-life groups, post-abortion ministry and others.

The distribution of the funds will be handled through a grant application process. To be eligible for the Pro-life Sunday funds, an entity must satisfy the criteria in these Application Guidelines and submit a completed grant application.

Please bear in mind that because of limited financial resources available for grant making, eligibility does not guarantee funding. If granted, funds will be made available by the end of October.

### ***Application Process***

#### **1. Eligibility:**

- a. The program and grant beneficiary must be located within the geographic area served by the Archdiocese of Vancouver.
- b. The project for which funding is requested must conform to the moral and social teachings of the Catholic Church.
- c. The applying entity must provide a copy of its previous year's financial statement to the Life, Marriage and Family Office.

#### **2. Limitations:**

- a. Grants are approved on a year-to-year basis, and are not automatically renewable.
- b. Grants are not made for:
  - payments on prior incurred debt
  - individuals
  - contributions to general fundraising campaigns
  - endowment funds
  - research projects, surveys, planning and feasibility studies, etc.
  - normal operational expenses
  - parish projects or programs

#### **3. Priority**

The following priorities will be considered in awarding grants:

- a. Projects will help to further education in the pro-life cause in the Archdiocese of Vancouver



- b. Projects will be timely with upcoming legislation in pro-life causes.
- c. Projects will develop future leadership for pro-life organizations and/or the pro-life movement.

#### **4. Submission Instructions**

- a. Applications for consideration must be received or postmarked no later than: September 15<sup>th</sup>.
- b. Inquiries and completed grant applications should be forwarded to:
  - Life, Marriage and Family Office
  - Pro-life Sunday Grant Application
  - 4885 Saint John Paul II Way,
  - Vancouver BC V5Z 0G3
  
  - Phone: 604.683.0281
  - Email: [olmf@rcav.org](mailto:olmf@rcav.org)
- c. The grant application must include the following:
  - i. Original grant application form.
  - ii. Previous year's financial statements
  - iii. A budget to support your request.
  - iv. Any letters of recommendation or endorsement (optional).
  - v. A copy of the tax exempt status letter, if a non-diocesan entity.

#### **5. Other Requirements**

- a. Applications must be endorsed by the authorized official of the governing body of the applying entity.
- b. Recipients of the Pro-life Sunday grants are required to submit a report on the use of funds they have received.



### Appendix IB: Pro-life Sunday Grant Application

PLEASE PRINT

Organization: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Briefly describe your mission:

\_\_\_\_\_  
\_\_\_\_\_

Grant Amount Requested: \_\_\_\_\_

Description of Project requiring Funding: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you measure the success of your project and how does it meet the RCAF Pro-life priorities and goals, as noted below?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Archdiocese of Vancouver Pro-life Priorities:**

- |  |                                 |
|--|---------------------------------|
| 1. Prayer                                    | 4. Civic Action                 |
| 2. Crisis Response (abortion and euthanasia) | 5. Ecumenical Relations         |
| 3. Education                                 | 6. Liaison with Pro-life groups |





Appendix IIA: Pro-life Agency Agreement

This Agreement dated: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ YYYY MMM DD

Between The Roman Catholic Archbishop of Vancouver,

- a Corporation Sole incorporated under the laws of British Columbia in 1909, amended in 1938, with its head office in Vancouver; and
• a registered charity with the Canada Revenue Agency, within the meaning of such terms as defined in the Income Tax Act of Canada.

[Hereinafter referred to as "the Charity"]

And Name of Organization: \_\_\_\_\_
Address of Organization: \_\_\_\_\_
as represented by: \_\_\_\_\_
Name of Representative: \_\_\_\_\_

[Hereinafter referred to as "the Agent"]

WHEREAS the charitable objects of the Charity are set out in its Letters Patent and the AGENT acknowledges it is aware of such charitable objects and the requirement that the CHARITY operate within such stated purposes.

AND WHEREAS, in fulfilment of its objects, the CHARITY wishes to carry on certain projects in the province of British Columbia, as set out herein, and wishes to engage the AGENT as its agent in order to carry out the said projects.

AND WHEREAS the AGENT has the knowledge, skill and ability to act for the CHARITY in the capacity of an agent for the purpose of enabling the CHARITY to accomplish the goals and directives as set out in this Agreement.

In consideration of the terms and conditions set out herein, the parties hereto agree as follows:

- 1. The CHARITY hereby engages the AGENT as its agent to carry out those tasks and duties specifically set out herein, and the AGENT agrees to act as such agent strictly in accordance with the terms hereof.
2. The purpose of this Agreement is to specify that the AGENT shall directly use this money to perform the following activities, on behalf of the CHARITY:
a. \_\_\_\_\_
b. \_\_\_\_\_
c. \_\_\_\_\_
d. \_\_\_\_\_
3. For this purpose only, the CHARITY shall forward to the AGENT:
\$ \_\_\_\_\_ CDN ( \_\_\_\_\_ ) Canadian dollars.
digits words
4. The AGENT shall apply and/or disburse all funds entrusted to it by the CHARITY solely for the purposes as set out in this Agreement.



5. The parties may agree in writing between them to extend this arrangement to another project or projects in which case the provisions of this Agreement shall apply *mutatis mutandis*.
6. The AGENT shall spend the approved funds within 12 months of receipt of the funds, unless the provisions of Article 5 have been invoked.
7. The CHARITY shall at no time be obligated to provide any additional funds for any of the purposes set out herein.
8. The AGENT agrees to keep a separate record of the use of the funds. Once the funds have been spent for the approved purpose, the AGENT shall email or fax to the CHARITY a report comparing the budget for the project with the actual dollars spent, along with a detailed written report of the achievements of the project.
9. The fiscal year for the projects described herein shall be \_\_\_\_\_ .
10. In conducting the activities on behalf of the CHARITY pursuant to the provisions of this Agreement, the AGENT shall also:
  - a. keep a detailed description of the tasks, activities and programs by the AGENT pursuant to the instructions of the CHARITY;
  - b. keep copies of any letters and other directives authorizing the AGENT to spend any money entrusted to the AGENT in carrying out the tasks and activities authorized by the CHARITY;
  - c. maintain all books, records and support materials for same at its head office and make same available to the CHARITY upon request; and
  - d. permit the CHARITY to inspect all information and financial books and records of the AGENT relating to the activities undertaken by the AGENT for the CHARITY pursuant to the terms of this Agreement and to provide to the CHARITY copies of any support documentation as it may request to enable the CHARITY to meet its obligations to maintain adequate books and records at its Canadian address.
11. The AGENT agrees that it will at all times carry out its duties and obligations herein so as to strictly comply with the charitable nature of the objects of the CHARITY and to act as an the AGENT strictly in accordance with the terms of this Agreement.
12. The CHARITY shall have the unfettered right at any time to inspect any books, records, or accounts kept by the AGENT relating to the activities undertaken by the AGENT for the CHARITY pursuant to the terms of this Agreement. For this purpose, the AGENT agrees to provide the CHARITY with said documentation upon request.
13. The AGENT shall not have the authority to do any act on behalf of the CHARITY or to bind the CHARITY except as specifically authorized by the terms hereof.
14. Any activities performed by the AGENT pursuant to this Agreement shall be executed only in strict compliance with all governing laws, statutes, regulations, or ordinances. In the event the AGENT determines that these activities may breach or are in breach of the laws and regulations which govern the jurisdiction in which activities are undertaken, the AGENT shall notify the CHARITY immediately. Upon such notification, the CHARITY and the AGENT shall review the compliance issues and consider the potential consequences to the CHARITY of the breach or potential breach. Following such assessment, the CHARITY shall provide such directives to the AGENT as the CHARITY determines appropriate. Upon the receipt of such directives, the AGENT shall have the right, if it is unwilling to follow the directive(s), to terminate this Agreement whereupon the provisions of Article 16 shall apply.



15. The AGENT represents and warrants to the CHARITY that it does not support, has never supported and will not in the future support, directly or indirectly, any terrorist activities or terrorist groups. The AGENT further represents and warrants that it will not apply any of the resources of the CHARITY to the direct or indirect support of terrorism or any activities which are political in nature.
16. Upon termination of this Agreement, the AGENT shall render to the CHARITY a report comparing the budget for the project with the actual dollars spent, along with a detailed written report of the achievements of the project. The AGENT shall return to the CHARITY all funding which have not been expended or applied in accordance with the approved guidelines and intentions of the CHARITY as stated in this Agreement or in any other written instructions made by the CHARITY to the AGENT.
17. This Agreement may be terminated by either party by written notice to the other party. Such termination shall be effective at a time which is mutually acceptable to each of the parties. In the event the parties are unable to mutually agree on a termination date, the Agreement shall terminate on September 15 of the year following the year during which the funds were made available to the AGENT whereupon the provisions of Article 16 shall apply.
18. The CHARITY and the AGENT hereto acknowledge the relationship between them pursuant to this Agreement is that of principal and the AGENT and they are governed by the terms and provisions of this Agreement and expressly disclaim any intention to create a partnership or other separate entity.
19. This Agreement shall be governed in accordance with the laws of British Columbia.
20. This Agreement shall be binding on and inure to the benefit of the parties and their respective successors and permitted assigns. No party may assign its rights hereunder except with the written approval of the other party.
21. Time shall be deemed to be of the essence with respect to all time limits mentioned in this Agreement.
22. This Agreement may not be modified or amended except with the written consent of all the parties hereto.
23. This Agreement constitutes the entire Agreement between the parties hereto pertaining to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions whether oral or written of the parties and there are no warranties, representations, or other agreements between the parties in connection with the subject matter hereof except as specifically set forth herein.
24. Except as otherwise herein set forth, any notice contemplated or required to be given hereunder shall be in writing and either delivered personally, sent by prepaid mail, or reproduced electronically addressed as follows:

In the case of the CHARITY:

**4885 Saint John Paul II Way,  
Vancouver, BC V5Z 0G3  
Email: [olmf@rcav.org](mailto:olmf@rcav.org)**

In the case of THE AGENT:

\_\_\_\_\_ BC \_\_\_\_\_  
 Street Address City Postal Code

\_\_\_\_\_  
 Email Address

