

THE AUSTRALIAN AND NEW ZEALAND DIOCESE OF THE RUSSIAN
ORTHODOX CHURCH
OUTSIDE OF RUSSIA

GRANTS POLICY

Policy number	POL010	Version	1.0
Drafted by	MG	Approved by Ruling Bishop	17/09/2025
Responsibility	Office	Scheduled review date	17/09/2027

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1. Policy

1.1 Scope

The Diocese is committed to ensuring that all parishes are able to apply for grants to be able to deliver projects that will benefit parish communities.

This policy applies to all members of the Church community in the Diocese and addresses how to apply for and acquit grants.

This policy is to be read and applied to ensure it is consistent with and in conformity to the Canons, Regulations, teachings and beliefs of the Russian Orthodox Church Outside of Russia.

1.2 Purpose

This Policy has been developed by the Diocese to:

- Define grants and how they may benefit the Diocese.
- Inform all members of the Church community within the Diocese of their obligations when applying for a grant.
- Give guidance on acquitting grants.

1.3 Definitions

Acronym / Term	Definition
Diocese	The Australian and New Zealand Diocese of the Russian Orthodox Church Outside Russia.
Diocesan Office	The office of The Australian and New Zealand Diocese of the Russian Orthodox Church Outside Russia
Church	ANZ Diocese of ROCOR.
Church community	Clergy, monastics, Diocesan employees, Diocesan officials, Church workers, Parish officials, Parish School workers, Volunteers, Parishioners and Visitors of church entities.
Church entities	Parishes, monasteries and missions within the Diocese.
Church workers	Individuals elected or appointed by parishes to assigned duties either with or without payment, including parish officials, Diocesan employees and Diocesan officials.
Clergy	Bishops, priests, deacons, sub-deacons, readers.

Dean	A senior cleric appointed by the Ruling Bishop to have administrative oversight of all clergy in his Deanery.
Diocesan employees	Employees working for the Diocese.
Diocesan officials	Individuals elected or appointed to Diocesan positions within the Diocesan Council.
Executive parish positions	The Church Rector, Church Warden, Secretary and Treasurer
Grant	<p>A grant is a way of distributing (usually) public money to achieve policy outcomes for the benefit of the community. For the purposes of this policy document, a 'grant' is an arrangement for the provision of financial assistance by a government (federal, state or local council) agency or corporation whereby money:</p> <ul style="list-style-type: none"> • is paid to a grantee • is intended to help address one or more of policy outcomes of the provider of the grant • is intended to assist the grantee to achieve its objectives
Grantee	The individual or organization selected to receive a grant
Monastics	Monks, nuns and novices.
Parish Officials	Individuals elected to Parish Councils, Sisterhood Councils, and Auditing Committees.
Parishioners	Individuals who attend divine services at an ANZ Diocesan church, or other gatherings, including social occasions, associated with the life of the parish.
Rector	Priest, abbot or abbess appointed by the Ruling Bishop to oversee a Parish, Monastery, Convent or Mission.
ROCORA	Russian Orthodox Church Outside of Russia.
Ruling Bishop	Bishop or Archbishop appointed by the Synod of Bishops of ROCORA with responsibility for all the parishes and church communities within the Diocese and authority over all the orders of clergy in the Diocese.
Visitors	Any workers/contractors undertaking work (paid or unpaid) at the church premises.
Volunteers	Individuals undertaking voluntary duties on a regular basis within parishes or parish schools without payment.

1.4 Responsibilities

The **Diocesan Council** is responsible for updating and implementing this policy across the Diocese.

All Rectors are responsible for:

- Ensuring their church entity complies with the requirements of this Policy and making members of their church entity aware of the requirements of this Policy.
- Ensuring their church entity correctly applies for, and then acquits, a grant.

The **Ruling Bishop and Deans** are responsible for:

- Ensuring all clergy and monastics comply with the requirements of this Policy.

1.5 Benefits of applying for Grants

- 1.5.1 Grants may be applied for to benefit our church community or benefit projects established across the church community. Parishes in the ANZ Diocese of ROCOR will typically apply for a community-based grant to help with an infrastructure improvements project. Examples of where grants have benefitted the church community are installation and upgrades to air conditioning systems, roof repairs, the fit-out of a handicapped toilet and the installation of a CCTV system on a church building.
- 1.5.2 A grant will rarely pay 100% of the project cost, so it will be necessary for the parish to make up the difference.
- 1.5.3 Parishes, and individuals undertaking work on behalf of the Diocese, in the ANZ Diocese of ROCOR may apply for grants that will directly benefit the parish community or initiative across the Diocese that has received approval of the Ruling Bishop.
- 1.5.4 It is important to ensure that accepting a grant would not oblige a parish to contravene the Orthodox Faith, including being in opposition to a decision of the Ruling Bishop. Careful judgement should be exercised when applying for grants, including any community-based programs.

1.6 Applying for a Grant

- 1.6.1 A grant application can be in paper form or online through a website portal. The application should be completed by a parish official (warden, secretary, treasurer, parish council member or trusted parish member) and then be signed by the applicant and co-signed by the parish rector. Where the application is through a website portal, it is necessary to register a profile with that website. The names of executive parish positions (usually two) are to be used during the creation of the profile.
- 1.6.2 A parish, or organisation under the auspices of the Diocese, must satisfy eligibility requirements when applying for certain types of grants. This will become evident in the first few questions in the application that test eligibility status. A Church parish will typically be eligible as a religious organisation or as a not-for-profit entity. Within the application it will be necessary to add the parish ABN. For online applications, the website platform will determine eligibility. The incorporation / legal entity status of the parish will determine eligibility to apply for a grant. There will be instances when a parish ABN will make a parish ineligible to apply; however, the

Diocese ABN may allow a particular parish to become eligible to apply for a grant. In such circumstances, it is necessary to get written permission from the Diocese Office.

- 1.6.3 Owners' permission is required during the application process. For parishes in the NSW Deanery, the owner is the Russian Orthodox NSW Property Trust. Written permission from the ruling Bishop (as the Director of the Property Trust) is required. For parishes outside of NSW, the owner of the parish is the rector.

1.7 1.7 Grant Approval

- 1.7.1 When a grant is approved by the relevant agency, a legally binding contract exists with the agency and the grantee (parish). The parish rector is then responsible for the delivery of the contract. During the project timeline, the parish rector can delegate project manager responsibility to a member of the executive / parish council / parish member. Typically, this will be the person who fills and co-signs the application.
- 1.7.2 The project manager needs to keep evidence to demonstrate that the grant has been expended within the terms and conditions of the grant agreement. The agency administering the grants will monitor payments and progress towards the outcomes, benefits and government objectives to ensure good governance and risk management. This evidence will be helpful when the grant is to be acquitted.
- 1.7.3 The Diocese Office needs to be informed of every grant application that is submitted (where a central record is kept). When the result of the grant application is known, and later when the grant is acquitted, the records in Diocese Office need to be updated.
- 1.7.4 If a charity receives more than \$100,000 in government grants during a reporting period (or in the previous two reporting periods), it is not a basic religious charity (refer to ACNC website - basic religious charity). Extra conditions, such as the need for an external auditor to examine the parish finances, will be required to be fulfilled in a parish applies for more than \$100,000 in grant funding.

1.8 Acquittal of a Grant

- 1.8.1 The correct acquittal of a grant is an important step in the due diligence process. The parish rector (and sometimes the applicant) will be required to confirm that all works have been completed to the required specifications and that the monies received were correctly spent on the intended purposes. Where the Diocese ABN was used, it may be necessary for the ruling Bishop to sign the acquittal documents. The failure to acquit a grant can be a breach of contract between the grant giver and the grantee.
- 1.8.2 There can be many conditions in the acquittal of a grant and acquittal involves assessing compliance with the terms and conditions set out in the funding agreement (or other relevant documentation). It is necessary for the parish rector (and all others involved with the grant process) to understand their obligations under the agreement and that all the necessary steps related to the acquittal are completed.
- 1.8.3 If the Diocese ABN was used in a grant application, it may be necessary for the Ruling Bishop to be involved in the acquittal process. In such instances, the parish rector and project manager are to liaise with the Diocese Office to arrange the necessary steps for acquittal (eg signature of the Ruling Bishop on relevant documentation).

Authorisation



+ Archbishop George

**Archbishop George of Sydney, Australia and New Zealand
Russian Orthodox Church Outside of Russia**

2. Document Version Control

Document Name:	ANZ Diocese of ROCOR Grant Policy
Document Status:	Draft
Version Number:	1.0
Date of publication:	17/09/2025
Review date:	17/09/2027
Endorsed By:	Diocesan Council
Distribution:	Church entities

3. Change History

Version	Issue Date	Team	Details / Reason for Change