

**New Work**

**Application for grant support from the District Advance Fund**

*Before completing this form please contact the District Grants Officer so that a member of the District Resourcing Mission Group may be allocated to assist you throughout the application and grant making process. If your project involves employment, then you also need to contact the District Lay Employment Secretary (District Officer). All schemes need to be approved by the Circuit Meeting as well as by any relevant Church Councils before an application is submitted.*

**Applicant Details:**

|  |  |
| --- | --- |
| **Circuit Name:****17/** | **Church (if applicable):** |
| **Correspondent Name:** | **Position held:** |
| **Address:** |
| **Tel. No.** | **Email:** |

**Project Summary:**

|  |
| --- |
| **Project Title:** |
| **Personnel / Property / Project***(delete as appropriate)* | **For property schemes please state the Project ID number**: |
| **Total Anticipated Cost:** £ | **For District Use**: |
| **Amount of grant requested:** £ | Amount approved: | Term: |
| **Term of grant required:** | **Single payment** **Or \_\_\_\_\_\_\_\_\_\_\_\_ years** | Date Advised | Release Date: |
| **Date grant to commence:** | Evaluation Requested:1.2. | Report Received:1.2. |
| **Please give a brief description of your project:** |

*Please answer the following questions. The spaces given can be expanded as appropriate.*

**Your Vision**

**1. Please provide a clear statement that summarises the mission objectives of the project, stating what you plan to achieve and how you will go about it.**

**2. How often to you review your mission statement?**

**3. Does your project link to the spiritual development of your church/circuit? If so, how?**

**4. How will the project help to fulfil your Church/Circuit’s Mission Policy/Priorities?**

**5. How will your proposals benefit the local community?**

**6. Does your project involve ecumenical co-operation. If so, how?**

**7. Please list three main outcomes of your project**.

**8. How will you monitor the progress and success of the scheme?**

**Finance**

**1. What is the current Circuit Advance Fund balance?** £

**2. Has the Circuit Meeting already allocated any Circuit Advance Fund for this or other schemes in the Circuit? If so, please give details of amounts and purposes**.

**3. Church applications: Do you have any restricted funds that might be released to support this project? Yes / No If yes, please give details:**

**4. How to you hope to meet your total anticipated cost? Give details below**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Brief Description of Source** | **Amount proposed****£** | **Amount Confirmed****£** |
| Church in hand/at TMCP |  |  |  |
| Local Fund Raising  |  |  |  |
| Circuit Contribution |  |  |  |
| District Advance Fund |  |  |  |
| Connexional Grant |  |  |  |
| Other external sources |  |  |  |
|  |  |  |  |
|  |  | **Total:** |  |

**5. Is there any other information that is relevant to this application not covered above?**

**Check list for applications**

*Please confirm that the following are attached:*

*Tick here*

 *if enclosed*

|  |  |
| --- | --- |
| A copy of the Circuit Mission Policy (and Church Mission Policy if appropriate) highlighting the areas of the policies that are relevant to this scheme. |  |
| A ‘Project Proposal’/’Business Plan’ setting out the perceived need the project is to address, its specific aims and objectives, support and management strategies etc. |  |
| Any other documents that might help in describing the work or in support of the project e.g. list of amenity users and/or letters of support from them, lettings policy/charges confirmation letters of other grant funders etc. |  |
| Full accounts for the last financial year for Circuit and (for church applications) Church Accounts together with a copy of the respective Reserves Policy/ies. |  |
| A budget of income and expenditure covering each of the years for which the piece of work you hope to do is intending to run. |  |
| Confirm that you have consulted a member of the DRMG in advance of making the application. |  |
| For projects which include employment please confirm that you have consulted the District Lay Employment Secretary in accordance with Standing Orders and have enclosed the Job Description and Person Specification. |  |

**Declaration**

I confirm that the above application has been approved by the Church Council (where applicable) and by the Circuit Meeting at its meeting on / /

Signed: ……………………………………………………………………….. Superintendent

Date: ……………………………………..

**Submission of Application**

When completed please email this form and all the attachments to the District Grants Officer:

**jennifer.matthews@methodist.org.uk**

*(Please note that we are unable to accept applications on paper. If you need help with scanning or emailing then please speak to your circuit administrator for help with this).*

Please ensure that signed applications are sent to arrive by the deadline date of 30th September.

All applications will then be considered according to the timetable on the District Advance Fund leaflet.

The District Resourcing Mission Group cannot guarantee to process late applications.

Any applications submitted after the main grant decision meeting has taken place, including others received during the year, will be considered according to mission priorities, in the light of any remaining residual funds

**Bank Details**

Grants are paid by BACS – please give details of the account into which any approved grant should be paid.

|  |  |
| --- | --- |
| Bank/Building Society Name: | Branch Name: |
| Address: | Sort Code No. |
| Account Name: | Account Number: |