

*The East Anglia District of the Methodist Church*

Application Form for a Mission and Ministry Grant

*Registered Charity Number 1129451*

*This form has to be received by the Grants Officer one month prior to the date of the committee meeting at which it will be considered.*

*The committee dates appear in the District Directory.*

District Grants Officer:

**The Rev’d Dr. Michael P Wilson** 47 Prince William Way

 SAWSTON

Phone: 01223 527560 Cambs

Email : michaelpwilsonplace@gmail.com CB22 3SZ

Title of Project:

Circuit Name............................................................................... Number ........................

Correspondent concerning this application:

Name ....................................................................

Address ....................................................................

 ....................................................................

Phone ....................................................................

Email ....................................................................

Position ....................................................................

1 Title of Project ....................................................................

2 Please give a brief outline of what you want to do, why you believe it is needed and the purpose of the grant.

3 Church and circuit review: Has the circuit and/or churches involved in this project undertaken a strategic review in the last 5 years? What resources and tools were used in the course of this? (Demographic statistics, local plans, mission resources, consultants etc)

FINANCIAL INFORMATION

4 Grants, applied for and existing *for this project*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sources | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 5 | Totals |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Totals |  |  |  |  |  |  |

5 Financial resources in the circuit

|  |  |
| --- | --- |
| Total of the general church funds held in the Circuit (as at the end of the most recent financial year)  |  |
| Existing commitments from these church reserves |  |
| Do the churches have reserves policies? |  |

|  |  |
| --- | --- |
| Total of general circuit funds (as at the end of the most recent financial year) |  |
| Circuit advance fund balance |  |
| Existing commitments from the CAFa property schemesb ministry projectsc other purposes |  |
| Does the circuit have a reserves policy? |  |

REASON FOR THE APPLICATION

6 With reference to the information you have provided so far, please outline why you consider a grant application to be necessary for this project.

STATISTICAL INFORMATION

7 Circuit staffing.

Please indicate current and future staffing levels (ordained and lay), including any proposed new appointments for the duration of the scheme.

Please note any special circumstances that may be relevant.

8 Churches in the circuit

|  |  |
| --- | --- |
| Total number of churches in the circuit |  |
| Number of Local Ecumenical Partnerships |  |
| New churches in the last 10 years |  |
| Fresh Expressions in the circuit |  |
| Closures in the last 10 years |  |

9 Circuit membership

|  |  |  |
| --- | --- | --- |
| Current: | Five years ago: | Ten years ago: |

10 Please indicate which of the following categories reflects the **primary foci** of the work for which grant aid is sought (tick as applicable)

Administration Chaplaincy (Other) Inter-faith

Community work Ecumenical work LEP

Creative arts Evangelism Racial justice

Chaplaincy (education) Equipment & IT Training

Chaplaincy (workplace) Fresh expressions World church

Chaplaincy (rural) Healing Youth work

Chaplaincy (town/city) Housing development Children’s work

If you feel that your work requires any additional categories not listed above, please

specify :

THE PURPOSE OF YOUR PROPOSAL

11 Please indicate the general aims of the project/appointment and the specific objectives by which you intend to achieve those aims

 a General aim

 b Specific objectives

12 How does the current proposal contribute to the Church’s and Circuit’s mission policies?

13 How does the current proposal contribute to the District Vision Statement?

14 How does the current proposal contribute to ‘Our Calling’ and the Connexional 'God for All' strategy?

THE NEED FOR YOUR PROPOSAL

15 What is happening in your situation to which this proposal is a response?

16 Please advise of the ecumenical situation with relation to this project, which (if any) ecumenical partners have been consulted about the project and with what outcome.

17 If the project is ecumenical in nature, show how the funding includes appropriate contributions from ecumenical partners

18 Please supply information about all potential partners to this scheme, and about your consultations with them.

19 What will be the roles of your partners

20 How will potential partners be kept informed of your progress?

21 How have you reviewed good practice elsewhere? Tell us about similar projects that you have consulted and what you have learned.

THE IMPACT OF YOUR PROPOSAL

22 What is the envisaged impact of the current proposal and the changes and developments that you hope to see by the end of the project

23 What measurable results will there be?

 *The answers to Qs 22 & 23 relate to Exit Strategy. Given that the intention of the proposal is to change the situation, these questions relate to how it is envisaged that the new situation will be managed once the scheme has ended, in order that its benefits may not be lost.*

24 What plans do you have for monitoring and evaluating your project?

*In order adequately to complete this section, it is necessary to examine the questions on the form for monitoring and evaluation (M&E) that the management committee will have to complete annually for the duration of the project. The answers here should display the intended mechanisms for providing the annual data for M&E.*

25 What are the main risks you anticipate for your project? What steps have you taken or do you intend to take to reduce, manage or eliminate these risks?

PROPOSAL DETAILS AND BUDGET

26 Please describe the management arrangements you have in place. Also, list the policies and procedures you have prepared.

27 Please describe your plans for induction, training, management and appraisal of the paid staff and volunteers for your proposal.

28 Future funding: If the project is to continue beyond the term of the grant, please state what funding arrangements are anticipated for the future. If the project is not intended to continue, how do you plan to bring it to an end?

29 What would happen were your largest source of income to cease?

30 Do you have any areas of compliance, eg where you are required to provide results for other funding providers? Please state what they are and how you plan to meet them.

31 Proposed date of commencement:

32 Is this a new project, or a continuation of existing work?

*If the project does not involve an appointment, please go to question 37*

33 Is the proposed appointment full time or part time?

34 Is the appointment for a fixed term? If yes, please specify the objective justifiction for the term of contract. (cf Fixed –term (prevention of less favourable treatment) Regulations 2002)

35 Has the District Lay Employment Secretary been consulted about the appointment?

36 Has the District Mission Enabler been consulted about this project?

37 Proposed Budget

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| INCOME | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 5 | Totals |
| Grants applied for:Q4 totals |  |  |  |  |  |  |
| From circuit funds |  |  |  |  |  |  |
| Other ecumenical funding (excl any shown above) |  |  |  |  |  |  |
| Other sources(please specify) |  |  |  |  |  |  |
| Totals |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| EXPENDITURE | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 5 | Totals |
| Salary, including NI and defined benefit pension contribution |  |  |  |  |  |  |
| NI pensions etc |  |  |  |  |  |  |
| Office, equipment and supplies, telephone etc |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |
| Traininig for staff and volunteers |  |  |  |  |  |  |
| Housing – please specify whether this is rent, or a contribution to costs. Renting: include council tax and water |  |  |  |  |  |  |
| Other. (Please specify relocation costs in year 1) |  |  |  |  |  |  |
| Totals |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Surplus/Deficit(income less expenditure) |  |  |  |  |  |  |

CONTRACT DETAILS AND CIRCUIT SIGNATURES

**Declaration:**

We are authorised by the Circuit Meeting/general Purposes Committee held on ............ to submit

this application on behalf of the circuit. We enclose a copy of the Circuit Mission Statement.

**Circuit steward ................................................ Date ...............................**

**Superintendent ................................................ Date ...........................…**

Please ensure that the contact details on the front of this application are correct

To be included with this application:

i a copy of last year’s circuit accounts and current year budget

ii if the circuit is not the employing body with reference to this application, the

most recent annual accounts for the employing body

iii a copy of the circuit mission statement

Please be sure to keep a copy of this application.

Please send an electronic copy and a signed hard copy to the District Grants Officer.