**Guidance Notes for grant applications**

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| **POLICY FOR GRANTS FROM DISTRICT ADVANCE FUND** |
| **All Grants are subject to availability of funds in the District Advance Fund. Priority will be given to Ministry and Mission schemes over Property Projects. All uncommitted funds in the District Advance Fund are available for distribution.** |
|  **Property Schemes** | **Church projects**Redevelopment/ Refurbishment/ModernisationEco schemes in line with the District Environmental Policy  | Up to 30% of cost. Church and Circuit contribution to reflect the size of the project. Grants are awarded where there is a clear mission need and opportunity. We look to local funds being used first when available. |
| Listed Buildings | Up to £5000 in addition to above |
| New Church Schemes | Proper consultation with the District Policy Committee will be needed at an early stage. |
| **Ministry & Mission Grants** | **Church and Circuit** | 1/3rd of the cost up to a maximum of £10000. For personnel - Grants awarded for an initial period of 3 years. Support of a Diaconal appointment up to 5 years.Other one-off projects 1/3rd The remaining 2/3rds to be found by church and/or circuit |
| **Monitoring** | Grants are approved for the full term of the grant, but release of each instalment is subject of a satisfactory annual report |

1. For Property grants please give a brief description and quote the Consents System project number to enable the Grants Panel to obtain full details.
2. For Ministry and Mission grants please give a full report of the proposed project to enable the Grants Panel to fully understand the request.
3. Please ensure that you send the latest church accounts if it is a church request. (We already hold Circuit accounts at the District)
4. Please ensure that the boxes regarding funds and commitments are fully completed for church and circuit. If the accounts are over 6 months old, then please provide up to date information.
5. Signed Applications should be sent electronically together with all other information. If you are unable to scan a signed copy, then please send a signed copy by post.

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| Circuit |
| Church (if Applicable |
| Contact  | Address  |
| Tel No | e-mail |
| Personnel Grant |  | PropertyGrant |  | Other |  |
| (Please tick which grant you are applying for) |

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| --- | --- | --- | --- | --- | --- |
| Year |  |  |  |  |  |
| Amount |  |  |  |  |  |

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| **Please attach a brief description of the purpose of the grant application including how it fits in with the church and circuit mission strategy**  |
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| I confirm that the Church Council have approved the above application…… ………………………………………………………….. Managing Trustee   Date………………………….I confirm that the application and any Circuit Grants haves been approved by the Circuit Meeting ……………………………………………….Superintendent Minister Date…………………………. |
| **For Mission and Ministry Grants please provide bank details or CFB Account details****Property Grants bank details are incorporated in the Consents Site information.**Sort Code ………………………………………………………..Account No………………………………………………………Account Name…… ……………………………………………OR CFB Account Number…………………………………. |
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| **Capital one off Costs** |   |   |   |   |   |
| Property Costs (a) (Utility bills) |  |   |   |   |   |
|  |
| **Recurring Expenses** | Year1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Salaries Inc. NIC and pensions |   |   |   |   |   |
| Travel |   |   |   |   |   |
| Training |   |   |   |   |   |
| District@& MCF Assessment |   |   |   |   |   |
| Other Expenses |   |   |   |   |   |
| Accommodation Costs |   |   |   |   |   |
| Totals Costs (b) |   |   |   |   |   |
|   |
| Funding |   |   |   |   |   |
| Church Funds |  |   |   |   |   |
| Circuit Grant |  |   |   |   |   |
| District Grant |  |   |   |   |   |
| Trusts |  |   |   |   |   |
| Other sources |  |   |   |   |   |
|   |  |   |   |   |   |
| Total Funding  |  |   |   |   |   |
| Total Funding must agree with a) or b) above  |
|  |
| **Current balances held by Church** |   |  |
| Bank |  |  |
| CFB |  |  |  |  |
| TMCP (Unrestricted) |  |  |  |
| Less commitments including this project |  |  |  |
| Net Funds available |  |  |  |
|  |  |  |  |  |
| **Current Balances held by Circuit** |   |  |  |  |  |
| Model Trust Fund |  |  |  |  |  |
| Other Funds |  |  |  |  |  |
| Less Commitments |  |  |  |  |  |
| Net Funds Held |  |  |  |  |  |

**PLEASE RETURN TO: District Grants Secretary, Rev’d Bryan Coates**

**8 Gardner Way, Chandler’s Ford, Eastleigh, Hampshire SO53 1JL**

**Email:** **grantssecretary@sdmc.org.uk** **Tel: 02380252960**