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APPLICATION FOR A GRANT FROM SHEFFIELD METHODIST CIRCUIT

Grant Application Form – the Context

The Circuit is committed to encouraging and enabling churches and groups to grasp opportunities for mission that accord with the Circuit Mission Policy. This includes by supporting them with grant aid where it is appropriate and possible.

The Circuit Model Trust Fund (MTF) is primarily for ‘development’ rather than ‘maintenance’ and is an example of the Methodist principle of Connexionalism, whereby resources are shared in order to help and support those with least resources of their own and where there are strategic mission priorities. This principle was at the heart of the motivation for creating a single Circuit for Sheffield.

Support in completing the form is available – please contact the Circuit Office on 0114 2726561 or email [admin@sheffieldcircuit.org.uk](mailto:admin@sheffieldcircuit.org.uk)

**General Information**

* There will be four grant periods a year – in September, November, March and June. The deadlines for submitting grant applications are given on the Circuit Website under Grants. <http://www.sheffieldcircuit.org.uk/mission/model-trust-fund-grants.html>
* Two or three members of the Church Council of the church who are applying for a grant will be invited to attend a Mission Vision Team Meeting (MVT) to talk about the project and the difference having the grant will make to the mission of the church.
* MVT will make a recommendation to the Circuit Grants and Finance Group (GFG) for applications which are successful, for the GFG to make a recommendation to Circuit Meeting (CM) regarding the allocation of funds.
* It should not be assumed that a grant will be given because the application matches the grant criteria. The funds available for MTF grant support changes from year to year, as do number of applications and amounts requested.
* Churches are expected to make effective use of their own financial resources and make applications for any other available grants for the support and development of mission and ministry, e.g. District and Connexional grants, and local funders.
* In order to avoid tying up funds unnecessarily, grants which have not been taken up within one year of approval will normally lapse. However, grants may be paid in instalments of up to 5 years.
* A grant will only be paid when evidence is given of a worker being employed in the case of a grant to support the salary of a worker, or for a project having full approval on the property consents website in the case of a grant to support a property scheme.

**Criteria for Grant Applications**

The total amount of grant funding available in any given year will depend on the amount of funds available.

When considering grant applications, priority will be given to:

* Projects that are part of a clear strategy directed towards fulfilling God’s mission through the local church or circuit and are consistent with the Circuit Mission policy.
* Projects which seek to respond to the significant needs of large housing estates where there is little Christian presence.
* Projects which make good use of resources by working in an ecumenical context, and where appropriate, in partnership with other churches and/or organisations.
* Projects where a need has been identified both in the Church and the wider community and have developed a way to respond effectively.
* Projects that encourage involvement with the gospel priority for the marginalised and poor and with those who are disadvantaged within the community.
* Projects that have considered the needs of various age groups, especially taking into account young people and young adults.
* Projects that incorporate the potential for providing new ways of being Church (‘Fresh Expressions’) or improving on existing practice.
* Projects which demonstrate long term sustainability.
* Churches will be limited to one supported application each Connexional year.

**Your application for a Circuit Grant**

**Name of Church:**

**Name of Project (If applicable):**

**Property Consents Reference (If appropriate):**

**Person to contact regarding the scheme (Give name, phone and email address):**

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| 1. **Please give a brief description of the project for which this grant is requested. What do you plan to do? How many people, events, or activities will this Project impact upon? (Outputs)** | | | |
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| 1. **Please give details of the mission policies of the Local Church/Group and indicate when the policies were adopted, and when they were most recently reviewed.** | | | |
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| Please give details, under the appropriate headings, of how the project aims to meet the ‘Criteria for Grant Applications’ | | | |
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| Please give details of the risks of the project that have been identified from your risk evaluation. | | | |
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| 1. **What changes, benefits, learning or other effects do you plan to achieve through this Project? (Outcomes)** | | | |
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| 1. **If the project includes appointment of paid staff, please confirm that this has been approved by the District Lay Employment Adviser, giving the date of approval and any comments made by the District Lay Employment Adviser.** | | | |
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| 1. **What is the total anticipated cost of the project?** | | | |
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| 1. **What is the commitment from the Local Church/Group? Include fund raising, use of church funds, time and skills of members.** | | | |
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| 1. **What is the amount of the grant being requested?** | | | |
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| 1. **If the grant is approved, would it be payable as a lump sum or would**   **it be paid in instalments to be spread over a period of years?** | | | |
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| 1. **If the grant is approved, when do you anticipate it needing to be paid?** | | | |
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| 1. **Please list below other funders who have or are going to be**   **approached for grants, giving details the names of the funders, the**  **amounts asked for/confirmed, and details of when a decision will/has been**  **given (please continue on a separate sheet if necessary).** | | | |
| **Name of funder** | **Amount** | **Date of decision** | **Decision** |
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| 1. **Is the project expected to continue beyond the period for which funding is being applied in this application?**  Yes/ No | | | |
| **If yes, please answer question 12 below.** | | | |
| 1. **Is the project expected to become self-funding within the foreseeable future?**  Yes/No | | | |
| **If yes, please give details of how this will be achieved** | | | |
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| **If no, please give details of any current plans for project funding after any grant received as a result of this application has been used up.** | | | |
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Please enclose with your application:

* The budget of income and expenditure for the project;
* The most recent audited financial accounts of the Church/Group; and
* Job descriptions for any staff to be employed as part of the scheme or project.

Please note: All applications must be approved by the Circuit Meeting as well as by any relevant Church Council/Group Trustees.

When completed the form should be sent to the Circuit Office via email to [admin@sheffieldcircuit.org.uk](mailto:admin@sheffieldcircuit.org.uk) or by post to: Sheffield Methodist Circuit Office, The Furnival, 199 Verdon Street, Sheffield, S3 9QQ.

I confirm that the above application has been approved by the Church Council/Group Trustees on: ..………………………………………………. (Date)

Signed: ...……………………………………… (Chair)

Date: ..………………………………………….