

Covid-19 Grant Application Process

1. **Introduction**

The restrictions placed on churches by the pandemic have caused us to close our buildings with the consequent reduction in income.  In some cases, this has caused financial problems for our churches in that they have difficulty in paying their commitments.  The Circuit will, therefore, consider grants and loans to churches to assist them in coping with the financial situation they find themselves in.

These grants and loans are outside the normal process and will only be available whilst these unprecedented circumstances continue.

1. **General Information**

These grants/loans are designed to cover the following areas:

1. General running costs such as utilities.
2. Staff salaries where furloughing was not an option.
3. Reduction in the Generous Giving contribution.
4. Additional costs of making the premises Covid-19 secure.

Churches are encouraged where possible to use their reserves in the first instance.

Where equipment is required in d. and e. above, funding from external sources should be sought first before approaching the Circuit.

Each church’s application will be considered individually, while recognising the Circuit does not have a limitless pot of money at its disposal.

Support in completing the form is available – please contact the Circuit Office on 0114 2726561 or email admin@sheffieldcircuit.org.uk

1. **Criteria for Applications**

Churches must be able to demonstrate good stewardship of their resources during normal times and over the period of the pandemic.

Churches must be able to demonstrate an active Mission Statement that aligns with the Methodist Church’s “Our Calling” headings of worship, learning & caring, service and evangelism.

1. **The Process**

The completed application form should be sent to the Circuit Office by email to admin@sheffieldcircuit.org.uk

All applications will be considered by a small grants committee and approved by the Circuit Leadership Team (CLT) at their monthly meetings.

Allocation of funds will be made based on the above criteria, the number of applications and the funds available.

1. **Additional Documentation**

The following documentation should be included with the application form.

* A copy of the church accounts for 2019/20 ***(NB we do not require the audited/independently inspected copy if they are not yet available)****.*
* A breakdown of income and expenditure for the current financial year.
* A list of all church based and community groups using the building and an estimate of those that will return when allowed.
* A statement of the church’s total funds, identification of any restriction on their use, the amount held in reserves, and an explanation of how much of the reserves you are prepared to commit to cover the shortfall of income.

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**Application for a Covid-19 Grant/Loan**

**Name of Church:**

**Name and Contact details of the people making the application**

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| --- | --- | --- |
| **Name** | **Telephone** | **Email** |
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| 1. **Please state if you are applying for a grant or loan.**
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| 1. **Please state what the grant or loan will be used for, e.g. to pay utility bills (give breakdown of amounts for each supplier), equipment to make premises Covid-19 secure (give details of items and costs), reduction in generous giving contribution, etc.**
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| 1. **If you are intending to reduce your generous giving contribution please select one of the options below –**
	1. Make a reduced contribution, but with a commitment to make up the shortfall as soon as you are able to meet for worship and resume normal activities in your church building.
	2. Make a reduced contribution, but with no commitment to make up the shortfall.

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| 1. **Before the pandemic what mission activities was the church involved in? Please give details of how they fit into the Methodist Church’s “Our Calling” core principles of Worship, Learning & Caring, Service and Evangelism?**
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| 1. **What have you done to encourage the congregation to continue their giving during the pandemic? How successful have you been?**
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| 1. **Please show your income and expenditure for this financial year to date.**
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| **Income:** **Expenditure:**  |
| 1. **Please give the amount of grant or loan you are requesting, and in the case of a loan your preferred repayment period.**
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| **Grant:****Loan:** **Repayment Period:** |
| 1. **Bank account to pay the grant or loan to if the application is successful**
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| **Sort Code:****Account Number:****Account Name:** |

**Please note: All applications need to be approved by the Church Council.**

I confirm that the above application has been approved by the Church Council on:

Meeting Date: ..……………………….………

Signed: ...……………………………………… (Chair)

Date: ..………………………………………….

When completed the form should be sent to the Circuit Office by email to admin@sheffieldcircuit.org.uk