Notes: The fund will be administered by the Synod Evangelist, the convenors of the Pastoral, Ministries, Property, and Financial Resources committees, under the convenorship of the Synod Clerk. (The Mission Fund Panel)

There will be four application rounds a year. **The deadlines for applications are March 31st, June 30th, September 30th and December 31st each year.** The Mission Fund Panel will meet as soon as practical after these dates to consider applications.

No more than one application will be considered from any one church in any calendar year. The maximum award possible will normally not exceed £100,000. Once a grant has been made to a church, no further grants to that church can be considered unless a satisfactory report and accounts relating to the previous grant have been received. Where grant funding is awarded for more than one year, the subsequent payments are conditional upon a satisfactory report being received.

Where an application is for £20,000 or more, one or more members of the panel will visit the church. The church may also be asked to make a presentation to the panel and the panel reserves the right to visit a church where an application is for less than £20,000.

# Name of Church

# Mission Project Name

# Date of Application

***Please complete the appropriate sections.***

***However, you may not need to ‘fill’ completely, all sections or boxes.***

|  |  |
| --- | --- |
| **CONTACT DETAILS** |  |
| **YOUR NAME AND CHURCH** |  |
| Name for correspondence:  |  |
| Name and address of Church: |  |
|  |  |
|  |  |
|  |  |
| Position in Church (if applicable): |  |

|  |  |
| --- | --- |
| **YOUR ADDRESS** |  |
| Correspondence Address: |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Contact phone number:  |  |
| Contact email address:  |  |

|  |  |
| --- | --- |
| **1. Your Project:** |  |
| 1. Briefly describe your project, including its mission aim and activities and how it relates to your pastorate profile/Church Life Review.
 |
|  |
| 1. Is this project short term (up to 1 year) medium term (2-3 years) or long term (5 years or more).
 |
|  |
| 1. Are you working in partnership with anyone, and if so, whom?
 |
|  |

|  |  |
| --- | --- |
| **2. Your Mission:** |  |
| 1. Whom does your project seek to reach and how did you identify them?
 |
|  |
| 1. How will the activities of the project meet the needs of these people?
 |
|  |
| 1. How will the activities of the project contribute to the mission aim?
 |
|  |
| 1. Which of the Ten Statements of Mission does the project address?
 |
|  |

|  |  |
| --- | --- |
| **3. In what ways will sharing faith be included in your project?** |  |
|  |

|  |  |
| --- | --- |
| **4. How will the project enhance the life of your church/make a difference to the wider community?** |  |
|  |

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| --- | --- |
|  |  |
| **5. Management** |  |
| 1. How will the project be managed? (e.g. Steering group, company trustees...) Is the project a registered charity – if so please give the charity registration number.
 |
|  |
| 1. What is the relationship of the management group to your church and how will the members be appointed?
 |
|  |
| 1. Who is going to be responsible for the activities of the project?
	1. Please give names, and roles, of key personnel, their expertise and qualifications and their relationship with your church e.g. elder, member, employee...
 |
|  |
| * 1. If staff or volunteers are not yet appointed, please describe the jobs they will be doing and how you will recruit, and train them, and what safeguarding procedures you will follow.

attach job/role descriptions where appropriate |
|  |
| 1. What personnel resources/ human resources support do you think may be needed from the Synod?
 |
|  |
| 1. If you need other experience and expertise, where do you expect this to come from?
 |
|  |
| 1. What risks do you see in the project and how will you manage them?
 |
|  |
| 1. How do you intend to evaluate the project?
 |
|  |

|  |  |
| --- | --- |
| **6. Finance** |  |
| What is the total cost of the project?1. How much are you requesting from the Mission Fund?
 |
| £ |
| 1. How much has your church allocated for the project?
 |
| £ |
| 1. Are you seeking funding from elsewhere, and if so, how much? (Please detail other funding sources, and show whether grants/loans have been approved.)
 |
|  |
| **Important****Please attach a copy of your project budget, clearly showing anticipated income and expenditure. If the project will last more than one year, please show the income and expenditure in each year.** |

|  |  |
| --- | --- |
| **7. How will the project be sustained/continued or ended after this period of funding?** |  |
|  |
|  |
| Signed by: ..................................................................Church Secretary (*or other as appropriate*)Signed by: ..................................................................Church Treasurer (*or other as appropriate*)Date: ..................................... |

**Notes:**

Please supply with this application form:

* The most recent full year’s Church accounts
* A project budget, analysed annually for projects lasting more than one year
* If appropriate, project job descriptions and reports of work to date.

Please refer to the Guidance Notes as you fill in the form. If there is anything you do not understand or know how to answer for your project, please seek advice. The Synod Clerk and members of the Mission Fund Panel are available to help you in making this application. **You are more likely to have a successful application if you involve these advisers at an early stage.**

The fund will be administered by the convenors of the Pastoral, Ministries, Property, and Financial Resources committees, under the convenorship of the Synod Clerk. (The Mission Fund Panel)

The Panel may seek further information or clarification from you before making a decision on your application.

Please add extra sheets or further documents to this form as necessary, though clarity is more important than length. The form is in Microsoft Word. You can download it to your PC and it will expand as you fill in the sections.

Please offer any comments on the use of this form so that we may learn and improve our practice in the future.

Please email the completed form and accompanying papers to the synod clerk (clerk@urcyorkshire.org.uk) with a copy to the finance manager, Hayley Brook, (accounts@urcyorkshire.org.uk)

Alternatively please post the completed form to:

The Finance Manager,

The United Reformed Church Yorkshire Synod,

Somerset House,

St Paul’s Street,

Morley,

Leeds LS27 9EP.