Notes: The fund will be administered by the current Synod Mission Fund panel: Synod Evangelist, and 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 (or group of churches) in any calendar year.

Once a grant has been made to a church, no further grants 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 and Care Group or group of churches

# Scheme Title (for easy reference)

# 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 lead Church: |  |
|  |  |
|  |  |
|  |  |
| Position in Church or Group (if applicable): |  |

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

|  |  |
| --- | --- |
| **1. Your situation**  |  |
| Describe the situation of your church (or group), outlining the context of the local area and its needs and the life and activities of the church(es)  |
|  |

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| --- | --- |
| **2. Your Mission:** |  |
| 1. Describe the mission strategy of your church or group. Whom do you seek to reach and how did you identify them?
 |
|  |
| 1. Which of the “Five Threads” of Mission, adopted in order for Yorkshire to be a missional Synod, does your strategy address?
 |
|  |

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| --- | --- |
| **3. Your Scheme/Project:** |  |
| 1. Briefly describe what you require funding for
 |
|  |
| 1. Is this for a short term (up to 1 year) or medium term (2-3 years)?
 |
|  |
| 1. When do you aim to implement your scheme and when will it end (if applicable)
 |
|  |
| 1. Are you working in partnership with anyone else, outside the church or group? If so, whom?
 |
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| --- |
| **4. Releasing Mission Capacity** |
| 1. How will your scheme/project release capacity in your congregations to engage in mission and support your mission aims? If possible, quantify how much capacity will be released
 |
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| --- | --- |
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| **5. Management** |  |
| 1. How will the project be managed? (e.g. Steering group, company trustees...)
 |
|  |
| 1. What is the relationship of the management structure to your church and how will any members be appointed?
 |
|  |
| 1. Please give names, and roles, of any 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.
 |
|  |
| 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 scheme/project and how will you manage them?
 |
|  |
| 1. How do you intend to evaluate the scheme/project?
 |
|  |

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| --- | --- |
| **6. Finance** |  |
| What is the total cost of the scheme/project? |
| £ |
| 1. How much are you requesting from the Mission Capacity Fund?
 |
| £ |
| 1. How much has your church (or group) allocated for the project?
 |
| £ |
| 1. Are you seeking funding from other sources, 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 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 could the scheme/project be sustained after this period of funding? What will be the impact of it ending?** |  |
|  |
|  |
| 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 accounts of all churches involved in the idea/project
* A budget - analysed annually for scheme/projects lasting more than one year
* If appropriate, job/role descriptions and reports of work to date
* Documentation demonstrating formal structure of governance for any ecumenical group

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 use as much space as necessary to answer questions as fully as you are able.

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 Clerk,

The United Reformed Church Yorkshire Synod,

Somerset House,

St Paul’s Street,

Morley,

Leeds

LS27 9EP.