

**CORNWALL AND ISLES OF SCILLY DISTRICT**

**Making an application to the District Advance Fund**

This document is to help you make an application for grant support from the District Advance Fund. In it, you will find guidance on what are appropriate projects and schemes for which DAF grant funding awarded. Not all applications are successful! The call on the fund is quite large, and often the support will extend over a number of years. With that in mind, please read these notes carefully, and make sure that when completing the application form, you provide as full a set of details as possible.

*What is the fund for?*

The District Advance Fund (DAF) is intended to enable new ventures in mission and outreach.

It is administered with the following priorities:-

* primarily for people and projects and not for property
* promoting growth rather than containing decline
* stimulating the development of hope and vision
* imaginative investment in the future, rather than maintenance of inherited patterns
* encouraging outreach – working with those not presently associated with the church
* encouraging partnerships, for instance ecumenically, to develop mission and service.

The application form demands a scrutiny of all local funds and the appropriate unlocking of local resources to enable us to engage in mission. The District is aware that, for some churches and Circuits, the requirement to offer matched funding may be a barrier to starting a new, much needed project. The District will not require matched funding where this is not affordable.It is hoped that grants from the DAF will encourage grants from partner organisations.

*Who can apply?*

Applications can be made by churches and circuits, but in both cases, make sure the circuit meeting as well as the church council have approved the application.

*What do I need to bear in mind when applying?*

* Churches and Circuits must show, in every case that they have clear and specific plans for mission (under at least one of the ‘Our Calling’ headings) that will be carried forward if this scheme is implemented and that the design will achieve these plans. This plan needs to be submitted with the application or included within the application form.
* The fund aims to help the development of new work. Grants will not be given for property maintenance. Applications can, however, be made for new buildings and where major projects change the use of a church into a more mission-orientated purpose.
* The highest proportion of the money available will be granted to those projects that enable the appointment of new personnel.
* Grants will be subject to appropriate annual monitoring and appraisal.
* Initial grants may be awarded for a period of up to five years. The District is aware of evidence to suggest that developing a new piece of work may take significantly longer than the initial grant period, so, there is the possibility of additional follow-on funding for projects that demonstrate potential. However, grants will be offered in such a way that the amounts awarded will reduce year on year.
* One-off grants up to a maximum of £500 can also be sought. These are not subject to review by the full committee. Nor do they require full financial information. Application is by letter setting out the mission purpose of the grant. It should be countersigned by the Circuit Superintendent and one other officer. Applications for small grants can be submitted at any time, through the District Administrator and will be considered by members of DM2 digitally.

*Accountability*

* District grants will only be awarded when the District Policy Committee is satisfied that the Circuit concerned has sufficient Safeguarding policies in place and that Circuit employees or volunteers have completed appropriate training.
* District grants for the employment of lay personnel will only be awarded when the District Lay Employment Committee/Secretary has been consulted and approved the arrangements for the relevant post(s).
* Grants offered over a number of years will only continue to be made when satisfactory annual Monitoring and Evaluation reports have been received. Part of this assessment will be a comparison of how the project has developed against the overview produced as part of the application process.

*Making the application*

* First, fill out the form. Make sure you give as full details as possible: it is better to have too much information than not enough!
* Make sure you have supplied any additional documents, like job descriptions and person specifications (in the case of making a new appointment) or details of building schemes.
* Please send a copy of your circuit mission policy, and if appropriate your church’s mission policy, with the application.
* Ensure your application is accompanied by the latest examined or audited accounts of the church or circuit. It is important, to ensure just use of resources, that there is full disclosure of all financial matters linked to the application.
* Ensure your church council, where appropriate, and circuit meeting have approved the application. Remember to make sure that this is done in good time before the deadline for submitting to the Grants Officer.
* All documents should be sent to the District Administrator.
* In order for the committee to consider all the documentation, only applications received up to three weeks before the DM2 meeting will be considered at that meeting. Dates of DM2 are published in the District Directory.
* You will be invited to make a presentation to the committee that should last no more than 10 minutes. This will give the committee an opportunity to raise points with you for clarification and question you about your plans. If you wish to bring one other person who is involved in the plans, then they will be most welcome. You will be asked to withdraw from the meeting at the end of your presentation.

*After the meeting*

* The results of the committee decision will be sent to you by email shortly after the meeting.
* You will need to make a short annual report about the project for the period for which you are receiving funding. This should be sent to the District Grants Officer in time for the October meeting of the committee.
* Make sure that you use the grant for the purpose for which it was sought, and within three years of receiving it.

Thank you for applying – but please don’t send this information leaflet with your application form!

**CORNWALL AND ISLES OF SCILLY DISTRICT ADVANCE FUND APPLICATION FORM**

*About you……*

Name of Church or Circuit………………………………………………………………………… Circuit Number 12/……………

Name of person who will be the point of contact for this application

…………………………………………………………………………………………

………………………………………………………………………………………..

Telephone Number ………………………………………………………… Email address………………………………………………

*About the project*

***Why do you think it is appropriate to apply for a DAF Grant?***

**Brief description of the object of the grant application**

***What benefits do you expect from the project for which you are making this application?***

***How will you monitor the results of this project?***

*Financial Details*

Declarations

***Total amount of grant for which you are applying****……………………………………………………………*

***State the number years and amount in each year to be paid****…………………………………………….*

***Bank account to which grant is to be paid: Sort Code………………......Account Number ……………………………..***

 ***Name of account………………………………………………………………….***

Note

If any Circuit Model Trust Fund income is used within the Circuit, please provide details of the amount and use. Please give below the amounts of the current balances on all accounts in the name of the Circuit or Church (including Circuit Model Trust Fund)

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This application was approved by the Circuit Meeting held on…………………………………………………………………

We confirm that the above application is in accordance with the District Advance Fund objectives and that the amounts declared are true and correct.

Superintendent Minister:

Church/Circuit Treasurer:

Date: