

**Liverpool Methodist District
Ministry & Mission Grant Application Form
Projects involving staff or appointments**

Church/Circuit Name..... -

Project information

1. Title of project

2. Please give a brief outline of what you want to do and why you believe it is needed (Please refer to other relevant activities in your area.)

3. What activities do you plan to undertake and why are you convinced this is the best way to achieve the outcomes you want?

4. Proposed date of commencement:

5. Is this a new project, or continuation of existing work?

6. If the project involves an appointment:

a) Has the District Lay Employment Secretary been consulted about the appointment?

b) Is the proposed appointment full or part-time? (Please state total hours per week.)

c) Is the appointment for a fixed term? If yes, objective reasoning must be stated to ensure compliance with complex employment legislation.

d) Explain the rationale for determination of the salary grade.

e) Detail any allowances or benefits that the post will attract.

e) Who will the post holder report to? Where will they be based?

Financial Information

7. Project budget (phased over Methodist years) (include Circuit/Church monies as applicable and amount being requested in this application)

INCOME	First yr (20__/__)	20__/__	20__/__	20__/__	20__/__
Grants :					
Total grants					
Other sources (please specify)					
Total Income					

EXPENDITURE	First yr (20__/__)	20__/__	20__/__	20__/__	20__/__
Salary					
NI, pensions etc					
Office, equipment and supplies					
Travel expenses					
Training for staff and volunteers					
Housing – please specify whether this is rent, or a contribution to costs.					
Other (please specify)					
Total Expenditure					

Surplus / (Deficit) (Income less Expenditure)					
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Financial Information - continued

8. Financial resources available

Circuit:

Total of general Circuit funds	
Circuit Model Trust Fund (formerly Circuit Advance Fund)	

balance	
Existing commitments from CMTF a) Property schemes b) Ministry projects c) Other purposes	
Up-to-date circuit reserves policy document must be attached	

Church (if an appointment relates to an individual church, please also complete this section)

Total of Church general funds	
Existing commitments from these Church reserves	
Up-to-date church accounts and reserve policy document must be attached	

Using the right process

9. How have you researched the best way to carry out this project?

10. Which potential partners (ecumenical or other partners) have you communicated with in the development of this project? How will they be involved in the project?

11. How do you know your project does not compete with other current or planned work?

12. What are main risks for the project?

Having a good plan

13. What is the intended impact for your proposal? Are there any project milestones? What changes do you hope to see by the end of your project?

15. What will happen when this grant finishes?

16. Project compliance with The Liverpool District Mission Plan.

Confirmations and checklist

<u>For church projects:</u>	
Email address of project contact	
Date of church council on which project approved	
Date of circuit meeting on which project approved	
Up-to-date set of church accounts attached (or charity no.)	
Church and circuit reserves policy documents attached	
<u>For circuit projects:</u>	
Email address of project contact	
Date of circuit meeting on which project approved	
Circuit charity number	
Circuit reserves policy attached	

Completed application form, together with required attachments, to be emailed to:
Helen.jobling@methodist.org.uk

District Grants Officer: Helen Jobling 07986105061