**Mersey Synod Mission Fund**

Grant Application Form for Small Grants

**Applications for grants of more than £2,500 should be made on the more detailed Large Grants Application Form**

Notes: The fund will be administered by **The Mission Fund Panel** which comprises of the Synod Missional Discipleship Enabler (Convenor), and representatives from Synod committees with the Administration undertaken by the Synod Clerk.

The Mission Fund Panel meets regularly and therefore we welcome applications from churches as soon as your proposal is ready to be presented to the Panel.

*It is a condition of all grants that a satisfactory report and accounts detailing how the grant has been used is received by the Mission Fund Panel within a month of the Project or Idea starting.*

***Please refer to the Guidelines before completing this Application Form.***

***With your application form please make sure that you have completed the Local Church Safeguarding Checklist Form P5 which is at the end of this application.***

# Name of Church

# Name of Mission Project or Mission Idea

# 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 Mission Project or Idea:** |  |
| Describe your project or idea in full, detailing its aims and objectives, and how you believe this project will enhance the mission of your church. | |
|  | |

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| --- | --- | --- |
| **2. What is the total Cost of the Project or Idea?** |  | |
| **£** | | |
|  | |  |
| **3. How much of this will your church be contributing?** | |  |
| **£** | | |

|  |  |
| --- | --- |
| **4. How much are you asking the Synod Mission Fund for?** |  |
| **£** | |

|  |  |
| --- | --- |
|  |  |
| **5. What will this money be spent on/what will you purchase with the money?** |  |
|  | |
| 6. **Bank Account details**  **(which must be a Church or Group official account and not a personal one)**  If you are successful in your application for a Synod Mission grant we will need the details of the Bank Account into which the money will be sent. Please give these details below:  **Name of Bank**  **Name of Account**  **Sort Code**  **Account Number** | |

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| --- |
|  |
| Signed by: .............................................................Church Secretary (*or other as appropriate*)  Date: ..................................... |

**NOTES:**

Please offer any constructive 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 you might wish to attach to the Missional Discipleship Enabler ([mde@urcmerseysynod.org.uk](mailto:mde@urcmerseysynod.org.uk)) or the Synod Clerk ([synodclerk@urcmerseysynod.org.uk](mailto:synodclerk@urcmerseysynod.org.uk))

**For Panel use only**

Result of grant application:

Reasons for the result:

Result letter sent to church and date:

Acknowledgement received from the church and date:

Finance Officer notified to release funds:

**GP6 Resources**

**P5 Local church safeguarding checklist**

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| --- | --- | --- |
|  | **Y/N/P1** | **Notes/action needed/key dates** |
| We have a Safeguarding Policy in place, covering both children and adults at risk, and it is being implemented |  |  |
| Our Safeguarding Policy has been reviewed and updated in the last 12 months |  |  |
| Safeguarding is a standing item on the agenda for Elders’/Church meetings |  |  |
| At least one Church Safeguarding Coordinator (CSC) has been appointed for our church. |  |  |
| Details of how to contact the CSC are displayed in church, and on our website/Facebook page. |  |  |
|  |  |  |
| All elders and church workers (paid and voluntary) working with children and adults at risk have an up-to-date Disclosure and Barring Service (DBS) check at the appropriate level for which they are eligible. |  |  |
| All church workers (paid and voluntary) working with children, young people and adults at risk have completed URC Safeguarding training at Foundation level as a minimum. |  |  |
| All those working with children or adults at risk have been given copies of the relevant Code of Conduct. |  |  |
| The minister, CRCW, CSC, all group leaders, Elders and members of church leadership have completed all relevant levels of URC Safeguarding training. |  |  |
| All our workers (paid or voluntary) know the procedure to follow if harm or abuse is suspected, witnessed or reported to them. |  |  |
|  |  |  |
| We have contact information for local services able to provide specialist help (e.g. domestic abuse, mental health support) that we can link people with. |  |  |
| Any external organisations using our buildings comply with good safeguarding practices, in line with the Hirer’s agreement |  |  |

1. P=partial to indicate some progress made/some elements achieved