**Mersey Synod Mission Fund**

**Grant Application Form for Large Grants of more than £2,500**

**Applications for grants of £2,500 or less should be made**

**on the Small Grants Application Form**

**Notes**: The fund will be administered by the Synod Clerk, and representatives from Synod committees under the convenorship of the Missional Discipleship Enabler (**The Mission Fund Panel**).

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

No more than one application will be considered from any one church in any 12-month period (the 12 month period starts from the date of the award of the Grant).

The maximum award possible will normally not exceed £25,000.

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 (which will be staged) are conditional upon a satisfactory report being received.

The church may be asked to make a presentation to the panel and the panel reserves the right to visit a church to help to progress the application.

**As a condition of receiving a grant you will need to complete the Local Church Safeguarding Checklist at the end of this Large Mission Grant Application form.**

*Where churches are seeking significant financial support from the wider church in the form of Synod, Synod would need to establish the reserves held by the church and how the church proposes to* ***match fund****the Synod contribution from its own reserves, other grant or a combination of the two sources and what part of that it is in the position to put forward at this point.*

# 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.***

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

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

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| **1. Your Project:** |  |
| 1. Briefly describe your project, including its mission aim and activities and how it relates to your pastorate profile/Being Church Review. | |
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| 1. Is this project short term (up to 1 year) medium term (2-3 years) or long term (5 years or more). | |
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| 1. Are you working in partnership with anyone, and if so, whom? | |
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| **2. Your Mission:** |  |
| 1. Whom does your project seek to reach and how did you identify them? | |
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| 1. How will the activities of the project meet the needs of these people? | |
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| 1. How will the activities of the project contribute to the mission aim? | |
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| 1. Which of the 5 Marks of Mission does the project address? | |
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| **3. In what ways will sharing faith be included in your project?** |  |
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| **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 | |
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| 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? | |
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| 1. What risks do you see in the project and how will you manage them? | |
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| 1. How do you intend to evaluate the project? | |
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| **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.) | |
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| **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.** | |

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| **7. How will the project be sustained/continued or ended after this period of funding?** |  |
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| 8. **Bank Account**  If your application for a Large Mission Grant is successful we will need to know the details about the bank account into which the funds will be paid. Please state these below:  **Name of Bank**  **Name of Account**  **Sort Code**  **Account Number** | |
|  | |
| 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 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 Mission Fund Panel (who are representatives from the Synod Committees) under the Convenorship of the Missional Discipleship Enabler and the Administration of the Synod Clerk.**

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 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 to the Missional Disciplesehip Enabler ([mde@urcmerseysynod.org.uk](mailto:mde@urcmerseysynod.org.uk)) or the Synod Clerk ([synodclerk@urcmerseysynod.org.uk](mailto:synodclerk@urcmerseysynod.org.uk))

**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. |  |  |
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| 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